



Ball State University

Individual Absence Reports

*Doctoral Assistants, Graduate Assistants, Resident Hall Advisors,
Undergrad Fellows, Undergrad Interns*

BSU ID Number _____ - _____ - _____

Employee Name _____

Department/Office _____

Complete one of the following for the pay period and submit to your department head:

Pay Period Beginning (Sunday) _____ through Ending (Saturday) _____

No Variations this period

I had variation from my regular schedule

Dates Absent:

Reason:

By signing the following, I certify the above information is accurate.

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Department Use only:

Kronos is due on Monday following the pay period end by noon.

Entered in Kronos by: _____

Date: _____

Signed Off in Kronos by: _____

Date: _____