

OFFICE OF HUMAN RESOURCES (OHR)

1650 Bedford Avenue, Brooklyn, New York 11225 718-270-6910 (PHONE) 718-270-6909 (FAX)

FULL-TIME FACULTY

Revised 12/17/2020

Reset Form

INSTRUCTIONAL STAFF

MONTHLY ATTENDANCE REPORT

DEPARTMENT:		SEMESTER:		
Last Name, First Name	Social Security # Last 4 digits only	<u>Days</u> <u>Absent</u>	Dates of Leave	Type of Leave
ON THE BASIS OF ABSENCES REPO FULL-TIME FACULTY OF THIS DEP ACADEMIC CALENDAR, EXCEPT A	PARTMENT WERE I	N FULL ATTI		NCE WITH THE
DEPARTMENT CHAIR/SUPERVISOR	R NAME (1	PLEASE PRIN	T)	
SIGNATURE OF DEPARTMENT CHA	AIR/SUPERVISOR		DATE	

*Send Original Time Sheet to the Office of Human Resources via Inter-Office Mail.

Print Form