



**CALIFORNIA STATE UNIVERSITY, MONTEREY BAY**

***Dock Reporting Form***

*Please print using blue or black ink. Go **cklqt** fax to Payroll by the dock deadline indicated on the payroll calendar. See page 2 for example.*

**TO:** \_\_\_\_\_  
Payroll Technician

**FAX NO:** 582-3040

**FROM:** \_\_\_\_\_  
Attendance Clerk

**\*\*\*\*\*DATE:** \_\_\_\_\_

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

**SUBJECT: Docks for** \_\_\_\_\_ **Pay Period**  
(Enter one pay period only)

**Please Dock the following employees:**

Name of Employee							
Initials	Last Name	Job Code	Empl Rcd #	Time Base	Days on Dock	Hours on Dock	Dates of absences without pay (indicate hrs in parenthesis if less than full day)

Additional docks for above employees will be submitted to Payroll on a daily basis. Absence reports will be submitted on the scheduled due date.

