PAYROLL
Section: 395-4.1  EXHIBIT B-1
Effective: 07/01/1997
Supersedes: 04/15/1992
Review Date: TBD
Issuance Date: 07/01/1997
Issuing Office: General Accounting Division

EXHIBIT B-1

UCSD DEPARTMENTAL APPROVAL OF ABSENCE OR OVERTIME

<table>
<thead>
<tr>
<th>From Date</th>
<th>From Hour</th>
<th>To Date</th>
<th>To Hour</th>
<th>Total Hours</th>
<th>Absence</th>
<th>Overtime</th>
<th>Reason for Absence or Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/30/1</td>
<td>8:00</td>
<td>9/30/1</td>
<td>8:15</td>
<td>.25</td>
<td>□</td>
<td>□</td>
<td>TARDY</td>
</tr>
<tr>
<td>9/30/1</td>
<td>4:30</td>
<td>9/30/1</td>
<td>4:45</td>
<td>.25</td>
<td>□</td>
<td>□</td>
<td>MAKE-UP TIME</td>
</tr>
</tbody>
</table>

Charge Absence to:

Overtime Compensation:

Hours Sick Leave

Hours Vacation

Hours Compensatory Time

Off for Overtime worked

Hours without pay

Absences for jury duty, voting or military physicals are paid without charging time to above.

FO 2104

Prepare in advance of absence when possible or immediately upon return. Define overtime if call-back back, make-up, dual employment or extended work week. No overtime is to be worked without prior approval.

Employee Signature: [Signature]

Immediate Supervisor: [Signature]

Other Approval if necessary