

Central Virginia Community College Policies
IV - Employment Policies and Information
Timesheet and Absence Request



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|--------------------------|-----------------|
| Policy #: | CVCC0104 |
| Effective: | __/__/__ |
| Last Reviewed/Revised: | 09/19/2022 |
| Responsible Dept.: | Human Resources |
| Other Policy References: | NA |

Timesheet and Absence Request

Employees who need to submit their timesheets or absence requests should first log-in to [My CVCC](#). Then they should select Employee Self Service to input their timesheet and absence information.