To ensure the timely and accurate processing of payroll it is important the payroll deadlines are adhered to. These deadlines are established to ensure all employees receive their pay on time. If these deadlines are not adhered to payroll cannot guarantee that employee’s will be paid on the established pay dates.

While it is the responsibility of the employees to enter hours worked in the on-line timesheet system, the supervisor has ultimate responsibility of ensuring that their employee’s enter hours worked each pay period by the payroll due dates. In addition, supervisors are required to approve hours worked in the on-line system for each of their employees by the payroll deadlines.

The purpose of this form is to acknowledge that the payroll deadline dates for on-line timesheet submission were not adhered to and to provide a justification for missing the deadline.

**Timesheet Deadline Missed Due to:**

[ ]  Employee did not submit timesheet by due date

[ ]  Supervisor did not approve timesheet by due date

[ ]  Other Click here to enter text.

**Timesheet Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: | Supervisor Name: | Dept Name: | Pay Period: |

**Enter extenuating circumstance that prohibited the on-line submission of the timesheet:**

Click or tap here to enter text.

Approved by:

 Department Dean/Director Name, Title

Approved by:

 Vice President/Provost Name, Title

Approved by:

 Dr. Gina Doeble, CPA, Vice President of Operations/CFO