Missed Payment Form

Instructions

Please complete this form if you failed to submit time to Payroll by the published deadline.

Once completed, the form must be emailed to Payroll@oberlin.edu for processing.

Incomplete forms will not be accepted.

Required Information

Student Name	_____	Student T#	_____
Position Number (including suffix)	_____	Department	_____
Pay Period Begin Date	_____	Pay Period End Date	_____
Hours to be Paid	_____	Total Amount to be Paid	_____
Supervisor Name	_____	Supervisor Phone Number	_____

Explanation of Missed/Late Submission

Signatures

Supervisor
Signature	Print	Date

Divisional Budget Mgr
Signature	Print	Date

Dean/Sr. Staff Division Head
Signature	Print	Date

HR Payroll
Signature	Print	Date

*Once the form is received by Payroll with all necessary signatures, payroll will process the missed/late payment request in the subsequent student payroll cycle. Form deadline is subject to the same calendar dates as student approval submissions. The student payroll calendar may be found on the Human Resources Payroll website.