

Missed Payment Form



Instructions

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

Once completed, the form is to be dropped off physically at the payroll office. Please ensure the form is fully completed and receive a time stamp from our front desk. **Incomplete forms will not be accepted.**

Required Information

Student Name	_____	Student T#	_____
Position Number	_____	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	_____	_____	_____
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Divisional Budget Mgr	_____	_____	_____
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Dean/Sr. Staff Division Head	_____	_____	_____
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
HR Payroll	_____	_____	_____
	<i>Signature</i>	<i>Print</i>	<i>Date</i>

**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.*