

For the Period _____ - _____

Current Date _____



Late Time Sheet Request For Unreported Time

Employee's Name _____

M Number _____

Position Number _____

Payroll ID	_____
Payroll No	_____
FOAPAL	_____
Shift X	_____
Entered	_____
Verified	_____
Payroll Office Only	

Week 1

Saturday	HRS	Sunday	HRS	Monday	HRS	Tuesday	HRS	Wednesday	HRS	Thursday	HRS	Friday	HRS	Total	HRS
Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____
Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____
Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____
Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____
Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____
Total		Total		Total		Total		Total		Total		Total		Total	

Week 2

Saturday	HRS	Sunday	HRS	Monday	HRS	Tuesday	HRS	Wednesday	HRS	Thursday	HRS	Friday	HRS	Total	HRS
Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____	Reg Hours	_____
Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____	Vacation	_____
Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____	Sick	_____
Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____	Holiday	_____
Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____	Other	_____
Total		Total		Total		Total		Total		Total		Total		Total	

Reason for Late Time Sheet

- Employee did not submit time sheet at all
- Employee did not submit time sheet on time
- Time sheet was sent back to employee for correction but employee did not resubmit
- Time sheet was not approved on time
- Other Reason (specific as possible) _____

TOTAL

Week 1 and Week 2

_____ **Hours**

By signing this form, I understand that since I am filling out this manual time sheet and did not submit my time electronically, I will not get paid on the current pay period. I will receive my check on the following payday. I have the option of applying for a payroll loan, and will call the payroll office for the payroll loan procedures. A loan for 65% (regular employees) or 80% (students) of my gross pay from this time card will be processed within 2 days of completing the loan application.



Employee's Signature _____ Date _____

Approver's Signature _____ Date _____

Approver's Supervisor Signature _____ Date _____

Employee's Contact Phone number _____

Approver's Printed Name _____

Approver's Supervisor Printed Name _____