Late Timesheet Explanation

for

Timesheets Over 30 Days Old

**Hiring**

State and Federal policies require the following minimum documentation be completed within 3 days of starting work.

* Temporary Employee Hire and Data Change Form
* I-9 Employment Verification Form (witnessed with copies of appropriate documentation)
* If not a U.S. Citizen, a completed Foreign National Information Form (FNIF)
* If eligible and using work-study, have completed the on-line referral card

**Submitting Timesheets**

* Individuals must submit complete timesheets (signed by employee and supervisor) on a weekly basis.
* Any timesheets submitted to the payroll coordinator that are over 30 days old must have this form completed and signed by the employee and supervisor before the timesheets may be processed.

**Penalties**

* Late submission of timesheets can result in student being disqualified for work-study funding.
* Submission of late timesheets puts GSD at risk for penalties related to State and Federal payroll and work-study regulations.

If employees or supervisors have questions, problems, or concerns regarding timely submission of hiring or timesheet submission, please contact your department’s payroll coordinator.

Employee Name:

Date Submitted:

Time Sheets Submitted for the Period:

* Timesheets not completed and signed by employee in a timely manner.

Explanation:

* Timesheets not signed by supervisor in a timely manner.

Explanation:

* I/We were not aware I needed to be officially hired and submit timesheets.
* Other:

The attached timesheets were submitted late due to the above reason. We have read the policies above, including potential penalties.

Employee Date: Supervisor Date: