



OFFICE OF HUMAN RESOURCES LATE TIME SHEET SUBMITTAL

Employee Name: _____ N-Number: _____ Date: _____

Employee Class: _____ Department Name: _____ Department Org: _____

Title: _____ Position Number / Suffix: _____ Rate of Pay: _____

Pay Period Ending: Pay Only Leave Only Pay and Leave

Reason for Late Time Sheet: _____

All OPS / Student Late Time Sheets are to be submitted directly to Payroll (Bldg 53 - UNF Hall)
All Budgeted Late Time Sheets are to be submitted directly to Human Resources (Bldg 1, Room 1000)

Total Hours (Work and Leave) 1st Week:

Total Hours (Work and Leave) 2nd Week:

Total Hours (Work and Leave) Both Weeks:

Employee Signature _____ Date: _____

Approving Supervisor _____ Date: _____

Human Resources / Payroll Use Only

HR Rep: _____ Date: _____ Leave Accru Adj: _____

Processed via: Reg Payroll On-Demand