For the Pay Period _____ - _____   **Current Date** _____

Late Time Sheet Request For Unreported Time

myGATE

PAYROLL OFFICE ONLY	
Payroll ID _____	**Notified HR** _____
Payroll No _____	**Activated Job** _____
Orgn _____	**PEALEAV Adjust** _____
Shift Code _____	**PEALEAV Verify** _____
Entered By _____	**Verified By** _____

Employee's Name _____

M Number _____

Position Number _____

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 or approve 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, in which a loan for 70% (regular employees) or 80% (students) of my gross pay from this time card will be processed.

Please Complete in Full →

_____ _____   _____ _____   _____ _____
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

Please send original with signatures to Payroll Office. Please keep a copy for your records.

Murray State University Payroll Department 200 Sparks Hall Murray KY 42071 Phone 270-809-4129 www.murraystate.edu