received, a special check will not be created for the employee(s).

**EMPLOYEE NAME**

**EMPLOYEE ID**

Two signatures are required to process late time. If the form is not signed, and a campus ordrer is not

**either list each employee on this form or attach a printout.**

**send a campus order with the $12 fee for EACH EMPLOYEE that was not signed off. You can**

**sign-off day. If this form is being turned in after 5:00 p.m. on sign off day, you are required to**

**This form must be turned in with original signatures to the Payroll Department before 5:00pm on**

This form is to be used for late sign-off approvals ONLY. **This does NOT replace a paper timesheet.**

SIGNATURE OF APPROVAL:

EMAIL:

PHONE:

PREPARED BY:

ORG ID NUMBER:

KRONOS LATE SIGN-OFF AUTHORIZATION FORM

EXPLANATION:

PRINTED NAME OF ABOVE

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PAYROLL REPORTER

**UNIVERSITY OF UTAH PAYROLL DEPARTMENT**

SIGNATURE OF APPROVAL:

PRINTED NAME OF ABOVE

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SUPERVISOR