UNIVERSITY OF UTAH PAYROLL DEPARTMENT

KRONOS LATE SIGN-OFF AUTHORIZATION FORM

ORG ID NUMBER: _____
PREPARED BY: _____
PHONE: _____
EMAIL: _____

SIGNATURE OF APPROVAL: _____
SUPERVISOR

_____
PRINTED NAME OF ABOVE

SIGNATURE OF APPROVAL: _____
PAYROLL REPORTER

_____
PRINTED NAME OF ABOVE

EXPLANATION: _____

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

This form must be turned in with original signatures to the Payroll Department before 5:00pm on sign-off day. If this form is being turned in after 5:00 p.m. on sign off day, you are required to send a campus order with the $12 fee for EACH EMPLOYEE that was not signed off. You can either list each employee on this form or attach a printout.

Two signatures are required to process late time. If the form is not signed, and a campus ordrer is not received, a special check will not be created for the employee(s).

EMPLOYEE ID	EMPLOYEE NAME