

University of Virginia School of Engineering & Applied Science

late timesheet admission form

The following page is the late timesheet admission form to be completed by the hourly employee and by the hourly employee's supervisor. Late timesheets cause late payments, which violates U.S. labor laws. Please attach your timesheet(s) to this page and deliver it to your department timekeeper.

Employee Admission Form

I, _____, understand that I am
(printed name)
submitting retro timesheet(s) on _____ for
(date)
the following pay periods, _____,
(dates)
because of my own choice or because of difficulties
obtaining the supervisory signature in a timely
manner. I recognize that there is an established
work week and pay schedule readily available to
me. I am assuming complete responsibility for the
tardiness of my payment. I will take the following
steps to prevent this from occurring in the future:

(signature and date)

Supervisor's Form

As supervisor _____,
(printed name of supervisor or department chair)
of _____, I believe the
(employee's name)
cause of the(se) delinquent timesheet(s) is _____

I will take the following steps to prevent this from
occurring in the future: _____

(signature and date)

Employee checklist:

- ☐ Did I fill out my form and include my ideas for preventing late timesheets?
- ☐ Did I have my supervisor fill out and sign his or her portion of the form?
- ☐ Did I attach my timesheet(s)?

For the department timekeeper:

Department Timekeeper, _____,
(printed name)
please send the completed forms to:

Ms. Phyllis M. Bibb
Office Rm #205, Thornton Hall
P.O. Box 400252, Thornton Hall
Fax: 434.924.8881

(department timekeeper signature and date)