

Request for Late Approval of eTimesheet

Employee's Last Name		First Name		Datatel ID#	
Position Title	Pay Rate	Account #		Pay Period	
Classification: (Check one) <input type="checkbox"/> Hourly <input type="checkbox"/> Classified <input type="checkbox"/> Prof-Tech <input type="checkbox"/> Full-time Faculty					

Required Signatures:

Immediate Supervisor	Printed Name	Ext. #	Date
Next Level Supervisor	Printed Name	Ext. #	Date

Completed form due in HR Payroll in HBC 610 by 4 PM on Thursday following supervisor's eTime approval deadline.

Form may be faxed to HR Payroll at fax # 512-223-7605.

For questions, contact Jeanette Landry in the Payroll Office at 223-7523.