

## Late Pay Forms Biweekly

Time Sheet Organization HR \_\_\_\_\_

Employee Name	Banner ID	Period Covered	Employee Class	Position Number	Earn Code	Hours (if applicable)	Dollar Amount	
<p style="text-align: center;">(One Employee Per Page)</p> <p><b>Rate changes and manual checks only.</b> Missed hours for previous pay periods need to be entered in Kronos as historical edits.</p>								

FOAP (Funding does not need to be included on the late pay form unless it is different than the funding on the job record.)

% (Lines must equal 100%)	Fund	Org	Account	Program

Prepared by \_\_\_\_\_  
(Print Name)

Phone \_\_\_\_\_

Date \_\_\_\_\_

Authorized by: \_\_\_\_\_

EPAF has been approved by ALL users