

Late Payment Request Form

EMPLOYEE NAME: Yulong Wang EMPLOYEE ID NUMBER: 3713596

EMPLOYEE POSITION OR TITLE: Instructional Technology Assis DEPARTMENT: _____

CHARGE TO GL ACCOUNT: _____

PLEASE GIVE THE REASON EMPLOYEE HOURS WERE NOT SUBMITTED VIA TIME ENTRY:

Can not access timesheet because of late document submission.

Date	Regular Hours	Overtime	Holiday Worked	Notes
10/04	2			
10/05	4			
10/06	4			
10/13	2			
10/16	8			
10/20	2			
10/22	4			
Total Hours	<u>36</u>			

PREPARED BY: (Signature): Yulong Wang

DATE: 11/15

SUPERVISOR APPROVAL (Print Name): _____

DATE: _____

SUPERVISOR APPROVAL (Signature): _____

DATE: _____

Please email approved form to timeentry@unb.ca
The payment of these hours follow the Employee Time Entry Cut-off Dates