

## 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			
<b>Total Hours</b>	<b>36</b>			

PREPARED BY: (Signature): Yulong Wang

DATE: 11/15

SUPERVISOR APPROVAL (Print Name): Jeff Munde

DATE: Nov 16 2021

SUPERVISOR APPROVAL (Signature): Jeff Munde

DATE: Nov 16 2021

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