



Human Resources
 282 Champions Way
 PO Box 3062410
 Tallahassee, FL 32306-2410
 Phone: 850-644-6034
 Fax: 850-645-4670

JUSTIFICATION FOR THE LATE SUBMISSION OF APPOINTMENT PAPERWORK

4-OP-C-7-D HIRING AND COMPENSATION

Appointment paperwork and OMNI job offers should be submitted to The Office of Human Resources before the appointment date and by the appropriate payroll deadline. Any Personnel Action submitted to Human Resources more than 20 days after the effective date must include a justification memo from the department head.

Per 4-OP-C-7-D policy, I understand that appointment paperwork and subsequent appointment changes should be submitted to Human Resources before the employee's appointment date or the effective date of the change, and by the appropriate payroll deadline. The attached appointment paperwork is being submitted more than twenty days after the effective date and has created a delay in payment to the employee.

Originator Name:	Originator Phone:
Employee ID:	Employee Name:
Effective Date of Personnel Action:	
Date paperwork initiated by department:	
Date completed paperwork submitted to HR:	
Explanation of the extenuating circumstances preventing submission of the paperwork prior to the effective date:	
DEPARTMENT APPROVAL	
Department Head Name	
Department Head Signature	Date
President/Provost/Vice President/Dean Name	
President/Provost/Vice President/Dean Signature	Date
FINAL APPROVAL	
Date Completed Paperwork Received by HR	
<input type="checkbox"/> Authorized <input type="checkbox"/> Not Authorized	
Assistant Vice President for Human Resources or designee Signature	Date