



Human Resources

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JUSTIFICATION FOR THE LATE SUBMISSION OF APPOINTMENT PAPERWORK

Personnel Actions including job offers, appointment changes, and terminations should be submitted to The Office of Human Resources prior to the effective date. Any Personnel Action submitted to Human Resources more than 20 days after the effective date must include a justification memo signed by the department head.

Employee Name:		Employee ID:	
Effective Date of Personnel Action:			
Date paperwork initiated by department:			
Date completed paperwork submitted to HR:			
<p>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 <u>twenty days</u> after the effective date and has created a delay in payment to the employee.</p>			
Originator Name:		Originator Phone:	
Originator Signature			
JUSTIFICATION - Explanation of the extenuating circumstances preventing submission of the paperwork prior to the effective date:			
DEPARTMENT APPROVAL			
Date HR Received Completed Paperwork			
Department Head Name (Print)			
Department Head Signature			
Date			
President/Provost/Vice President/Dean Name (Print)			
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			