



**Human Resources**  
 282 Champions Way  
 PO Box 3062410  
 Tallahassee, FL 32306-2410  
 Phone: 850-644-6034  
 Fax: 850-645-4670  
 Email: hr@fsu.edu

**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.

<b>Employee Name:</b>		<b>Employee ID:</b>	
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>			
<b>Originator Name:</b>		<b>Originator Phone:</b>	
<b>Originator Signature</b>			
<b>JUSTIFICATION</b> - Explanation of the extenuating circumstances preventing submission of the paperwork prior to the effective date:			
<b>CORRECTIVE ACTION</b> - Explanation of steps taken to prevent a reoccurrence:			
<b>DEPARTMENT APPROVAL</b>			
<b>Department Head Name (Print)</b>			
<b>Department Head Signature</b>			
<b>Date</b>			
<i>Vice President/Dean signature <u>required</u> for any late action impacting employee pay.</i>			
<b>Vice President/Dean Name (Print)</b>			
<b>Vice President/Dean Signature</b>			
<b>Date</b>			
<b>FINAL APPROVAL</b>			
<b>Date Completed Paperwork Received by HR</b>			
<b>Authorized</b>		<b>Not Authorized</b>	
<b>Associate Vice President for Human Resources or designee Signature</b>			
<b>Date</b>			