



Late Hire ePAF Justification Form

Departments submitting Hire ePAFs 30 days or more after the employee's hire date must complete and attach this form to the ePAF justifying the reason for the late ePAF. The form must be signed by the employee's supervisor and department head. **Submission of late hire paperwork places the university in non-compliance with federal I-9 form regulations which can lead to fines and penalties, results in employee's receiving late paychecks, in addition to employee's potentially missing the eligibility period to sign up for health insurance.**

Name of Employee: _____ Emplid: _____

Department Name: _____

Hire ePAF Effective Date: _____ Hire ePAF Number: _____

Hire ePAF Origination Date: _____ Days Late: _____

Please provide the details for the late Hire ePAF submission in the space below:

Supervisor's Name(print)

Supervisor's Signature

Date

Department Head (print)

Department Head's Signature

Date