



**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