

UTSA Payroll Services

This memo can be used to submit multiple timesheets that are 90 days or more past due in lieu of the **current supervisor** signing individual PDF documents; however, employees are required to sign all timesheets.

Date:

To: Payroll Services

From:

Subject: Multiple timesheets 90 days or more past due

Employee Certification

I have submitted multiple timesheets that are 90 days or more past due to my current supervisor for the periods _____ through _____.

Employee Signature

Date

.....

Current Supervisor Certification

I have reviewed and approve the timesheets 90 days or more past due for the periods _____ to _____. I acknowledge the hours were not approved in PeopleSoft, and that my authorized signature is required for Payroll Services to enter the hours manually.

Current Supervisor Name

Signature

Date

Instructions: Attach the completed memo and timesheets to an email and send to missingtimesheets@utsa.edu with subject line, **Multiple Timesheets Submission**.

If you have questions, please email payroll@utsa.edu.