

Graduate Student Late Payroll Request Justification Form

Requestor Information

Faculty Name:

Date:

Department: _____

Student Information

Student's Name:

Description of the requested payroll change (funding, compensation rate, start/end date of support):

Note: The box below is intended for faculty to communicate request to Graduate Program Assistant.

Communication to Franklin on the request must occur following the Smartsheet intake process.

Late Justification

Please provide justification on why the request was submitted after the deadline:

If assessed, please provide a non-sponsored funding source for the \$500 late fee:

I authorize the request to move forward if the \$500 late fee is assessed

I do not authorize the request to move forward if the \$500 late fee is assessed. I understand that, as a result, the requested changes to the student's pay will not be processed.

Faculty Signature

Date