

**Western Connecticut State University
Employee Request for Compensation-
Late Submittal Form**

NOTE: This form must accompany all ERCs that are not submitted for approval prior to the start of the contracted services.

Submitting an Employee Request for Compensation for approval after the start of the work period is a clear violation of State Employment Policies and Procedures. During State audit reviews the University has been cited for such violations. Therefore it is extremely important that all departments submit ERCs for approval prior to the start date of the work period.

CONTRACT INFORMATION

Department: _____

Name of Employee: _____

Contract Period: _____ to _____

Please explain in detail why Employee Request for Compensation was submitted after the start date:

Please indicate what procedures you have established to help reduce any late submittals in the future:

Dean, Department Head, or Director Signature