



Delinquent Shift Form

Only use this form to report a shift that is older than two pay periods.

Instructions: Use this form to report a shift that you failed to report within two pay periods of the date worked (see the chart on the back for additional help with the dates).

Please remember that all employees are responsible for reporting their time via the AccelTrax website within 24 hours of the end of their shift. If an employee fails to report his/her shift for more than two pay periods, the AccelTrax web system will not allow the shift to be reported. The employee must contact their Supervisor and the Payroll Staff Accountant to submit this form along with proper paperwork for payment.

Employee Name Printed:

Customer Name	Date	Start Time	End Time	Total Hours	Mileage	Mileage Purpose	Task Code	Supervisor Approval
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					
		(circle one) AM PM	(circle one) AM PM					

I certify that the above information is accurate to the best of my knowledge. I understand that it is my responsibility to report my shifts within 24 hours of the end of the shifts. I also understand that I have hindered LIFE Designs' billing process and customer service by not reporting my shift in a timely manner. I further understand that disciplinary action will be taken as a result of my failure to follow LIFE Designs' procedures.

Employee signature: _____ **Date:** _____

Supervisors: Please sign and date this form and return to HR for CEO Approval.

Signature _____ Title _____ Date _____

CEO approval: I have reviewed the above information and attached documentation. This shift is approved for payment.

Signature _____ Date _____

For fiscal use only

Data entry is made in Accel

Signature: _____ Date: _____

Pay Period Dates:
If the current date is between

Use this form to
report shifts worked on or before

12/9/2018	12/22/2018	11/24/2018
12/23/2018	1/5/2019	12/8/2018
1/6/2019	1/19/2019	12/22/2018
1/20/2019	2/2/2019	1/5/2019
2/3/2019	2/16/2019	1/19/2019
2/17/2019	3/2/2019	2/2/2019
3/3/2019	3/16/2019	2/16/2019
3/17/2019	3/30/2019	3/2/2019
3/31/2019	4/13/2019	3/16/2019
4/14/2019	4/27/2019	3/30/2019
4/28/2019	5/11/2019	4/13/2019
5/12/2019	5/25/2019	4/27/2019
5/26/2019	6/8/2019	5/11/2019
6/9/2019	6/22/2019	5/25/2019
6/23/2019	7/6/2019	6/8/2019
7/7/2019	7/20/2019	6/22/2019
7/21/2019	8/3/2019	7/6/2019
8/4/2019	8/17/2019	7/20/2019
8/18/2019	8/31/2019	8/3/2019
9/1/2019	9/14/2019	8/17/2019
9/15/2019	9/28/2019	8/31/2019
9/29/2019	10/12/2019	9/14/2019
10/13/2019	10/26/2019	9/28/2019
10/27/2019	11/9/2019	10/12/2019
11/10/2019	11/23/2019	10/26/2019
11/24/2019	12/7/2019	11/9/2019
12/8/2019	12/21/2019	11/23/2019
12/22/2019	1/4/2020	12/7/2019

Delinquent Shift Form Process

When a Supervisor or Employee realizes that an employee has failed to report a shift within the appropriate time allowed, the Employee will fill out a Delinquent Shift Form and follow the process below:

1. Staff will be given [5 business days](#) to fill out the form and write the progress notes for the dates in question and return all the information to the Payroll Staff Accountant in person.
2. The Payroll Staff Accountant will then open Accel so the Staff can enter their delinquent shifts and notes through Accel at that time (on the same day). The Payroll Staff Accountant will also make sure that the employee has signed the delinquent shift forms. The PSA will close Accel.
3. Upon completion of entry, Staff will notify the Payroll Staff Accountant that all delinquent shifts and corresponding notes have been entered and give the paperwork to the Payroll Staff Accountant in person.
4. The Payroll Staff Accountant will then give the paperwork to HR, who will review the forms and issue disciplinary action, if warranted. Upon approval by HR, the form is then given to the Supervisor to sign.
5. Upon Supervisor approval, HR will obtain final approval from CEO.
6. Once the form is signed by the CEO, HR will then return the forms to the Payroll Staff Accountant who will alert the Supervisor to approve the shifts in Accel.
7. The Payroll Staff Accountant will process the forms on the next available pay cycle after the Supervisor approval has been obtained.