SONOMA STATE UNIVERSITY

Signature Authorization for Payroll Documents

Instructions: The signature authorization for payroll documents is used to assign appropriate employees to certain duties and to verify separation of duties. Therefore, a name cannot appear more than once on this form. When an employee on the form can no longer perform the duties a new form must be completed effective at the beginning of the next pay period. Notify the payroll technician who is responsible for the unit.

Date: _____

Payroll Unit Number: _____

Unit Name: _____
(Name at top of attendance report)

APPROPRIATE ADMINISTRATOR

President, Vice President, School Dean, or Senior Administrator as appropriate:

Responsibilities:

- By signing this form the person on line #1 is authorizing all of the names on this form to perform the duties as assigned.
- The person on line #1 is authorized to sign all attendance reports.
- The person on line #2 is authorized to sign in the absence of the person on line #1 and must be an appropriate administrator.
- In the absence of #1 and #2 above, the Vice President of the respective areas shall sign/approve payroll transactions.

1. _____ (Print Name) _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)

2. _____ (Print Name) _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)

ATTENDANCE CLERK

Must be a regular staff employee with authority to view confidential information. This person or the alternate will be responsible for the following:

Responsibilities:

- Will collect and route applicable payroll documents
- Will audit the documents for completeness
- Will report any discrepancies to payroll
- Will record adjusted work time as appropriate (i.e., 9/80, 4/10, etc.,)
- Will obtain the applicable payroll documents and route for obtaining appropriate signatures
- Will submit all payroll documents on the designated date (Documents are due in the payroll department on pay day. Please refer to the master payroll calendar)
- Will be liaison between department and payroll on attendance matters

2. _____ (Print Name) _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)

3. _____ (Print Name) _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)

WARRANT PICKUP CLERK

Must be a regular staff employee. This person or the alternate will be responsible for the following:

Responsibilities:

- Will pick up warrants for assigned area at the designated time on payday
- Will hand deliver to the appropriate employee(s)
- Will mail warrants as requested by an employee and submit address and date mailed to payroll
- Will return all undeliverable warrants to customer service by the close of business on payday
- May be called upon to deliver warrants in assigned areas at other times during the month
- Your designated pick up time is 2:30 pm (or anytime thereafter) on payday. Pay warrants may **not** be picked up prior to the designated time.

4. _____ (Print Name) _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)

5. _____ (Print Name) Alternate _____ (Phone No.)
   _____ (Signature) _____ (Campus Address)