



Signature Authorization for Payroll Document (Student/Hourly Intermittent Payroll Only)

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: _____

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 payroll-related documents such as pay vouchers, absence reports, authorization for overtime/shift differential.
- The person on line #2 is authorized 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 Preside of the respective areas shall sign/approve payroll documents.

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:

- Receive the department pay vouchers and supporting documents
- Audit the vouchers for accuracy
- Notify Payroll of all separations
- Obtain the absence request and overtime authorizations, obtaining appropriate signatures on all documents
- Submit vouchers and all supporting documents to Payroll on the designated date (please refer to Student/Hourly Intermittent Payroll calendar)
- This authorization will include access to the EE Voucher Report PeopleSoft Navigation:
SON Customizations>SON Campus-Wide>EE Voucher Report

1. _____
 (Print Name) (Phone No.)

 (Signature) (Campus Address)

2. _____
 (Print Name) Alternate (Phone No.)

 (Signature) (Campus Address)