



Signature Authorization for Payroll Documents (Student 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: _____

(Name at top of attendance report)

APPROPRIATE ADMINISTRATOR	ATTENDANCE CLERK
<p>President, Vice President, School Dean, or Senior Administrator as appropriate:</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> 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. <p>1. _____ (Print Name) (Phone No.)</p> <p>_____ (Signature) (Campus Address)</p> <p>2. _____ (Print Name) (Phone No.)</p> <p>_____ (Signature) (Campus Address)</p>	<p>Must be a regular staff employee with authority to view confidential information. This person or the alternate will be responsible for the following:</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> Will receive the attendance reports Will audit the report for accuracy Will notify payroll of all separations Will report any discrepancies to payroll Will update the attendance report with employees absences Will record adjusted work time as appropriate (i.e., 9/80, 4/10, etc.,) Will obtain the absence request and overtime slips, obtaining appropriate signatures Will submit the attendance report and all supporting documents to payroll on the designated date (The attendance reports are due in the payroll department on the 4th working day of the month. Please refer to the master payroll calendar.) Will be liaison between department and payroll on attendance matters <p>1. _____ (Print Name) (Phone No.)</p> <p>_____ (Signature) (Campus Address)</p> <p>2. _____ (Print Name) Alternate (Phone No.)</p> <p>_____ (Signature) (Campus Address)</p>