

Instructions:

This form is used by Payroll Services and the Cashiers Office to authorize individuals to make changes to employment data, certify attendance and to pick up pay warrants.

Enter the effective date of the document, ex. Oct. 21, 2002 or 10/21/2002

Enter the name of the area/Department along with the department name, ex. BPA, Finance.

Enter the 'Agency-Reporting' unit assigned to the area, ex. 231-730.

The 'Authorization' area is used to indicate who is authorized to make changes or updates.

The 'Personnel/Payroll Document' area is used to indicate who is authorized to make changes to department employee employment data via SAT's, Appointment Letters or Departmental memos.

The 'Attendance documents' area is used to indicate who is authorized to sign documents pertaining to attendance.

Those documents are as follows:

634's Absence and Additional Time Worked Report. This person is also authorized to sign Authorization for extra hours documents.

603's Report of absence without pay. This is the dock form.

PAY02004 Intermittent Pay Voucher. This form is used to report hours worked by intermittent employees.

H13 Report of Leave Credits Used. This report is used to show all paid time off and holiday credit.

CD048 Student Assistant Attendance Report. This report is used with the PAY02005 to report total hours used and pay per hour for all student assistants and work study student assistants.

PAY02005 Student Assistant Pay Voucher. This report is used to report total hours used and pay per hour for all student assistants and work study student assistants.

PAY02003 Special Consultant Pay Voucher. This form is used to report all days worked by special consultants.

Each of the above areas should be coded per the bottom of the form; X, P or A

Name/Title This area is used to indicate the name and working title of the person who is authorized to sign each document.

Signature This area is for the signature of each person listed.

Payroll Liaison/Check Handler

The liaison or alternate is the person who is the contact for the department to Payroll Services. This person may complete and turn in the 603, H13 and the 634's. The check handler or alternate is the person that is responsible for picking up and delivering pay warrants. "

Print Full Name Print the name of the individual who is designated for each role.

Signature This is for the signature of each person who have been assigned each role.

Vice President Approval is required on each Signature authorization form per agency reporting unit.

Date Enter the date the document was signed

ADMINISTRATION AND FINANCE
 SIGNATURE AUTHORIZATION FORM
 (Submit one for each Agency-Reporting Unit)

EFFECTIVE DATE _____
 DEPARTMENT NAME _____
 AGENCY-REPORTING UNIT _____

AUTHORIZATIONS								NAME/TITLE	SIGNATURE
Personnel/Payroll Documents (SAT forms, Appt Letters Sep, Change of Status, Memos)	Attendance Documents								
	634's	603	PAY02004	H13	CD048	PAY02005	PAY02003		

PAYROLL LIAISON/CHECK HANDLER	PRINT FULL NAME	SIGNATURE
Payroll Liaison		
Alternate Payroll Liaison		
2nd Alternate Payroll Liaison		
3rd Alternate Payroll Liaison		
4th Alternate Payroll Liaison		
5th Alternate Payroll Liaison		
Check Handler		
Alternate Check Handler		
2nd Alternate Check Handler		
3rd Alternate Check Handler		
4th Alternate Check Handler		
5th Alternate Check Handler		
6th Alternate Check Handler		

X=Requires VP or Assistant to VP signature for approval
 P=Primary signature
 A=Acceptable signature in lieu of primary signature
 PAY02001

Vice President Approval: _____ Date: _____