**SIGNATURE AUTHORIZATION FORM**

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| --- | --- | --- | --- | --- | --- | --- |
| Date: |  | |  |  | ALL HR DEPT ID# | |
|  |  | | |  |  |  |
| Unit # 222 - | |  |  |  |  |  |
|  |  |  |
| School/Department/Grant Description (type description): | | | |  |  |  |
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| School Dean/Department Head/Grant Admin (type name): | | | |  |  |  |
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**SIGNATURES:**

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| School Dean/Department Head: | | Grant Administrator: | | |
|  | |  | | |
| **The following member(s) of the department are authorized to sign:** | | | |
| FORMS | TYPED NAME | | SIGNATURE | |
| 1. Student Assistant Time Sheet 121-50 |  | |  | |
| 2. Student Assistant / Work Study Time Sheet: Student Listing Report |  | |  | |
| 3. Pick Up Student Salary Warrants NO OTHER DUTIES PERMITTED |  | |  | |
| 4. ALTERNATE |  | |  | |
| 5. Form 603 – Dock Notice |  | |  | |
| 6. Form 634 – Absence and Additional Time Worked Report |  | |  | |
| 7. Form 672 – Attendance Report |  | |  | |
| 8. Attendance Clerk: |  | | See PeopleSoft Master Payroll Cert. Authorization Form (MPWA) | |
| 9. Pick Up Salary Warrants NO OTHER DUTIES PERMITTED |  | |  | |
| 10. ALTERNATES: |  | |  | |
| 11. Absence Mgmt Time-Keeper(s) |  | |  | |
| 12. Absence Mgmt Approver(s) |  | |  | |
| Revised: February 5, 2016 | | | | |

Signature Authorizations will remain in effect for the entire fiscal year unless there are personnel changes within the Unit/School/Department. When designees listed above relinquish their duties, you must submit a new Signature Authorization Form to the Payroll Department. (Please see below for more details.)

**About the Payroll Signature Authorization Form:**

This form is required for each Department Unit that State Controller’s Office (SCO) salary warrants (paychecks) are issued from (i.e. 222-XXX = Agency 222, Unit XXX). The Department Unit may also be referred to as the “Check Sort Unit” or the department from which an employee picks up his/her paycheck or Direct Deposit advice.

The School Dean/Department Head and/or Grant Administrator assigns individuals within his/her department who are responsible for signing attendance and personnel action documents of his/her employees, as well as for picking up salary warrants and Direct Deposit advices for them.

Designees assigned to picking up salary warrants may not perform any of the following duties, per the State Administrative Manual (SAM) 8580.1 (Duties incompatible with handling of salary warrants):

*“State agencies will observe the following separation of duties in designating persons who can certify or process personnel documents to SCO, Division of Personnel and Payroll Services. Persons designated by agencies to receive salary warrants from SCO, or to distribute salary warrants to employees, or handle salary warrants for any other purpose will not be authorized to process or sign any of the following personnel documents”:*

1. Proof of Lost of Destroyed Payroll warrant and Request for issuance of Duplicate Warrant, Form CD-113A and
2. CSU Personnel/Payroll Transaction form, STD. 456-A
3. Absences Without Pay Report form, STD. 603 (Dock)
4. Absence and Additional Time Worked Report form, STD. 634 (Time Sheet)
5. Payroll Exceptions Report form, STD. 666
6. Time and Attendance Report form, STD. 672 (Hourly Certification Form)
7. Miscellaneous Payroll/Leave Actions form, STD. 671
8. Payroll Adjustment Notice form, STD. 674
9. Personnel Action Request form, STD. 680-A

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Approving Officials/Attendance Clerks:

* The Approving Official is responsible for ensuring that employees are in compliance with regulations regarding absence(s) from work per the employees’ Collective Bargaining Agreements and CSU/campus policies.
* By signing, the Approving Official certifies that the Payroll Certification Report correctly reflects attendance and personnel actions of his/her employees.
* The Approving Official may not certify his/her own attendance records and/or personnel actions (a second signature is required).
* If the Approving Official is temporarily not available to certify, signature authority may be performed by the next higher administrator responsible for the department. Temporary authorizations must be done by memo to Payroll.
* Attendance Clerks are responsible for providing accurate time and attendance records to Payroll in accordance with time reporting procedures and scheduled due dates.
* Attendance Clerks’ responsibilities include recording employee attendance reports and personnel actions; obtaining approval signatures and performing as a liaison between Payroll and employees or department heads to correct and/or clarify attendance records.
* Attendance Clerks are responsible for preparing the Payroll Certification Reports (STD. 672’s) for hourly employees’ time worked, thus submitting them with the employees’ time sheets (STD. 634’s).
* Attendance Clerks must have completed the Master Payroll Warrant Authorization (MPWA) course prior to electronic access to certify ‘salaried’ employees’ Master Payroll, and have submitted an associated CIA form.
* White Out may not be used on any of the above-mentioned forms as they are legal/official documents.
* All STD634’s or AM634’s (time sheets) must be signed by both the employee(s) and his/her Supervisor(s). Any corrections/cross-outs must also be initialed and the time sheet(s) re-signed by both the employee and his/her Supervisor.

Revised: August 27, 2015