

Instructions: Complete form and submit to University Personnel annually when requested or at the time of a personnel change within the department. Please note that person(s) that approve and certify reports (authorize expenditures) of a payroll unit may not receive or distribute payroll checks to unit employees. Attach a list of additional designees (other than principal and alternate) if necessary.

Academic Year:	Department Name:
Division/College:	Unit:

MASTER PAYROLL

1. Maintains Attendance (department designee)

Principal Name:	Alternate Name:
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2. Certifies Attendance (department head or designee)

Principal Name:	Principal Signature:
Alternate Name:	Alternate Signature:

3. Receives Payroll Warrants (cannot be a principal or alternate in function 2 above or approve time in Absence Management)

Principal Name:	Principal Signature:
Alternate Name:	Alternate Signature:

STUDENT ASSISTANT/WORK STUDY/INTERMITTENT HOURLY PAYROLL

1. Maintains Attendance (department designee)

Principal Name:	Alternate Name:
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2. Certifies Attendance (department head or designee)

Principal Name:	Principal Signature:
Alternate Name:	Alternate Signature:

3. Receives Payroll Warrants (cannot be a principal or alternate in function 2 above or approve time in Absence Management)

Principal Name:	Principal Signature:
Alternate Name:	Alternate Signature:

DEPARTMENT AUTHORIZATION

Name and Title, Department Head:	
Signature:	Date: