Instructions – Signature Authorization for Payroll Documents

This form is used to delegate the authority for the approval of various payroll documents and transactions to specific employees on behalf of the campus. The authority delegated relates to specific Reporting Units and Dept IDs.

Effective Date – Enter the beginning date (mm/dd/yyyy) that the Authorized Individual has authority to approve the payroll documents indicated.

Authorized Individual – Enter the First Name, Middle Initial, and Last Name of the individual who is authorized to approve the payroll documents indicated.

Reporting Unit – Enter the Reporting Unit(s) for which the above named individual is authorized to approve the payroll documents indicated. The Reporting Unit must be three digits in length.

Dept ID – Enter the Dept ID(s) for which the above named individual is authorized to approve the payroll documents indicated. The Dept ID must be five digits in length.

Check All That You Are Authorized To Sign For – Check all of the appropriate boxes indicating which payroll documents that the above named individual is authorized to approve. If a payroll document is not listed, please identify in the space provided.

Authorized Signature/Initials/Date – The Signature and Initials, in black ink, as they will appear on official University documents. Enter the date that the form is signed by the Authorized Individual. Please note that this individual may not pick up pay warrants for any of the Reporting Units for which they are authorized to approve.

Approved by/Title/Date – Signature and Title of the Department Head or higher administrative authority. Enter the date that the form is approved.

Send completed form to:
Payroll Office
Signature Authorization for Payroll Documents
Warren Hall 675