SONOMA STATE UNIVERSITY | Human Resources *Payroll and Benefits*

The signature authorization for payroll documents assigns appropriate employees certain duties and verifies separation of duties. Therefore, a name cannot appear more than once on this form. A new form is required for additions or changes to signatory authorizations. Enter the name of the authorized employee for each signatory role. Indicate P for Primary (only one Primary is permitted) or A for Alternate (one or more). Obtain electronic signatures for all employees on the same form and submit to Payroll and Benefits.

Date: _____ SCO Unit Name*: _____ SCO Unit Number*: _____

Appropriate Administrator: By signing this form the Appropriate Administrator is authorizing the employees on this form to perform the duties as assigned.

Name	Signature	Date

Attendance Clerk: Must be a regular staff employee with authority to view confidential information.
Responsibilities:
- Collect and route applicable payroll documents
- Audit documents and PeopleSoft reports for completion of monthly absence entries
- Report discrepancies immediately
- Will report alternate work schedules within department (i.e. 9/80, 4/10, etc)
- Ensure submission and approval of all payroll related self-service entries and documents are complete on, or prior to, the designated date
- Act as liaison between department or employees and payroll on attendance matters

Name	Pri / Alt	Signature	Date

Warrant Pick-Up Clerk: Must be a regular staff employee.
Responsibilities:
- Pick up time is **2:30** on payday. Pay warrants are **never** to be picked up prior to the designated time.
- Will pick up warrants for assigned area at the designated time on payday or other times, as requested
- Will HAND deliver to the appropriate employee(s)
- Will mail warrants as requested by an employee and immediately submit address and date mailed to payroll
- **Will return all undeliverable warrants to Seawolf Services by the close of business on pay day**

Name	Pri / Alt	Signature	Date

*If the roles listed are consistent amongst multiple SCO Units, please list them on the attached page

Payroll & Benefits (02/2018)

SCO Unit Name

SCO Unit Number