

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 time and labor/absence entries
- Will utilize the Employee Voucher report as needed to ensure proper reporting of Employee ID/Record Number and correct Comp Rate
- Report discrepancies immediately
- 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 time and labor/attendance matters

Name	Pri / Alt	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

