Payroll Signature Authorization or Cancellation

Instructions:
A signature authorization is a delegation of authority for conducting departmental payroll/personnel business, and remains in effect until canceled. When a person's authorized status ends, the authorizing officer is responsible for canceling that status by use of this form.
Department Heads may make "Departmental Delegations" as indicated for item A below. Other delegations, such as items B-D below, require the approval of the next higher officer as well.
Department Heads must also complete this form to place their signature specimen on file; no higher officer's approval is necessary for this. See UCD Policy & Procedure Manual, Section 330-10 for more details on campus policy governing signature authorization.

Section 1 – Name Information

Name (Last, First, MI): _____

Payroll Title: _____

Department: _____

Effective Date: _____

Section 2 – Authorization Information

Chart	DaFIS Account #	Sub Account (optional)

Delegations - Check appropriate boxes:
Department Delegations

☐ **A.** Payroll Time Reporting Forms

Delegations Requiring Approval of Next Higher Officer

☐ **B.** Academic Personnel Action Forms

☐ **C.** Staff Personnel Action Forms

☐ **D.** All Department Payroll/Personnel Business – includes categories A-C above.

_____
Department Head's Approval

_____
Next Higher Officer's Approval

_____
Signature Specimen
(as it will appear on university documents)