



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		
Delegations - Check appropriate boxes:		
Department Delegations		
<input type="checkbox"/>	A. Payroll Time Reporting Forms	
Delegations Requiring Approval of Next Higher Officer		
<input type="checkbox"/>	B. Academic Personnel Action Forms	
<input type="checkbox"/>	C. Staff Personnel Action Forms	
<input type="checkbox"/>	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)