

California State Polytechnic University, Pomona  
**SIGNATURE AUTHORIZATION FOR ATTENDANCE AND PAYCHECK PICK-UP**

*See reverse side for Roles and Responsibilities*

**Department Name** (please print) \_\_\_\_\_

**Dept. IDs**


**Approving Official (Payroll Certification Report)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Timekeeper (Attendance Forms Preparation and Absence Management Update)**

***Timekeepers are required to complete training and a PeopleSoft - HR: User Access ticket must be submitted to gain access to PeopleSoft.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Paycheck Coordinators**

***Temporary Signatory:*** If designators are not available to pick-up paychecks, approving officials may temporarily designate other employees to perform this task. **Temporary authorizations must be done by memo** and sent to the Director of Payroll Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Authorized By** (Vice President/Assoc. VP, Dean/Director):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## Roles and Responsibilities

The roles listed below are responsible for personnel related information and therefore are to be handled with strict confidentiality and care.

### Approving Official

- The Approving Official is responsible for ensuring that employees comply with regulations governing absence from work in accordance with the employee's collective bargaining agreement and CSU and campus policies;
- Responsible for a written internal procedure on paycheck distribution that is communicated to employees;
- By signature, the Approving Official certifies that the Payroll Certification Report correctly reflects attendance and personnel actions of their employees;
- Individuals who certify attendance cannot certify their own attendance;
- When a department head or manager is listed on the same certification report as his or her employees, a second signature is required by the appropriate administrator to certify the department head or manager's attendance record;
- If the Approving Official is temporarily not available to certify, signature authority is next higher administrator responsible for the department and no authorization is required.

### Timekeeper

- Responsible for providing accurate time and attendance records to the Payroll Office in accordance with attendance procedures and scheduled due dates;
- Duties include recording personnel actions on attendance reports, obtaining certifier's signature and performing as a liaison between the Payroll Services and employees or department heads to correct or clarify attendance records;
- To prepare the Payroll Certification Report with personnel transactions (new appointments, leaves, separations, position number changes, name changes and time-base changes) for appropriate department authorization;
- **Timekeepers are not authorized to certify attendance or pick up paychecks;**
- ***Timekeepers are required to complete training and a PeopleSoft– HR: User Access ticket must be submitted to gain access to PeopleSoft.***

### Paycheck Coordinator

- **Paycheck information is confidential and sensitive and must be handled in the same manner, to include communicating with employees;**
- Paycheck Coordinators are responsible for picking up all paychecks for their designated area on paydays and throughout the month as needed;
- Distribute the paychecks to individual employees or department representative as established within their area;
- Paychecks should be stored in a secure location until distributed to employees;
- Any paychecks held in departments for more than ten (10) business days should be returned to Payroll Services;
- Must be someone other than those who certifies attendance on the Payroll Certification Report or who prepare the employee attendance forms;
- **Temporary Signatory:** If designators are not available to pick-up paychecks, approving officials may temporarily designate other employees to perform this task. **Temporary authorizations must be done by memo** and sent to the Director of Payroll Services.