TIMEKEEPER AND APPROVER SIGNATURE AUTHORIZATION AND PAYCHECK PICK UP
(For Student Employees)

Department Name: _____

Department ID Numbers *(List Included Department ID Numbers)*

Position Numbers by Job Code (*List All Active Position Numbers by Job Code***)**

Student Assistant	**1860**							
Federal Work Study	**1861**							
International/Non-Citizen Assistant	**1868**							
Federal Work Study-Off Campus	**1872**							
Instructional Student Assistant	**1150**							
Instructional Student Assistant/FWS	**1151**							
Bridge Student Assistant (Summer)	**1874**							

Student Timekeeper *(List Student Timekeeper/s)*

Timekeepers are required to complete training, and a Peoplesoft-HR User Access ticket must be submitted to gain access to Peoplesoft.

Printed Name: _____   Printed Name: _____

Printed Name: _____   Printed Name: _____

Paycheck Coordinators *(List Paycheck Coordinator/s)*

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

Printed Name: _____   Printed Name: _____

Printed Name: _____   Printed Name: _____

Student Time Approver (HEERA)

Student Time Approvers are required to complete training, and a Peoplesoft-HR User Access ticket must be submitted to gain access to Peoplesoft.

Printed Name: _____   Signature: _____

Completed Forms Should be Submitted to payroll@cpp.edu