

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 receive training and a PeopleSoft - HCM User Access Request Form must be on file in order to gain access.

_____ 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**, 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 – HCM User Access Request Form must be on file in order to gain access.***

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 (and any Direct deposit Advices) for their designated area at the end of the pay period 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**, sent to the Director of Payroll Services.