

GUIDELINES FOR THE TIME REPORT FORM AUTHORIZED SIGNATURE

A Time Report Form (TRF) must be signed by an Authorized Signature before being submitted for payment to Payroll Services. Following are the guidelines to be followed for designating the Authorized Signature.

1. Authorization must be in writing, addressed to the Supervisor of Time Pay and signed by the department Dean, Director, Department Head or
2. Manager. Include the division and department for which the individual may authorize TRF's. Mention any restrictions that apply.
3. The letter must include the name and title of the individual authorized to sign TRF's and must include a sample for the designees signature.
4. The Authorized Signature must be a University employee and may not be an hourly employee.
5. No individual can sign their own TRF.
6. Arrangements must be made, in advance, for times when the Authorized Signature is not available.
7. The Signature must be made in ink. If not legible, the name should be printed below the signature.
8. The signature must be within the dark highlighted box above the words "Authorized Signature".
9. When an Authorized Signature leaves the department or the University, the Supervisor of Time Pay must be immediately notified in writing.

Time Report Forms which are not signed by an Authorized Signature and which do not adhere to the guidelines listed above will be returned.