



Payroll Services | One Washington Square | San José, CA 95192-0046 | 408-924-2250 408-924-1701 (fax)

**Instructions:** Complete form and submit to Human Resources Administrative Services annually when requested or at the time of a personnel change within the department. Please note that person(s) that approve and certify reports (authorize expenditures) of a payroll unit may not receive or distribute payroll checks to unit employees. Attach a list of additional designees (other than principal and alternate) if necessary.

Academic Year \_\_\_\_\_

Department: \_\_\_\_\_ Extended Zip: \_\_\_\_\_

MASTER PAYROLL	PRINCIPAL	ALTERNATE
1. Maintains Attendance Report (department designee)	Name _____	Name _____
2. Certifies Attendance Report (department head or designee)	Name _____	Name _____
	Signature _____	Signature _____
3. Certifies Absence Reports (supervisor, department head, or designee)	Name _____	Name _____
	Signature _____	Signature _____
4. Receives Payroll Warrants (cannot be a principal or alternate in functions 2 and 3 above)	Name _____	Name _____
	Signature _____	Signature _____

STUDENT ASSISTANT / WORK STUDY / INTERMITENT HOURLY PAYROLL		
1. Maintains Attendance Report (department designee)	Name _____	Name _____
2. Certifies Attendance Report (department head or designee)	Name _____	Name _____
	Signature _____	Signature _____
3. Certifies Absence Reports (supervisor, department head, or designee)	Name _____	Name _____
	Signature _____	Signature _____
4. Receives Payroll Warrants (cannot be a principal or alternate in functions 2 and 3 above)	Name _____	Name _____
	Signature _____	Signature _____

DEPARTMENT AUTHORIZATION	
Name and Title, Department Head	
Signature	Date