PAYROLL AUTHORIZATION FORM 2012 2013

RETURN DAY 9/14/2012

PLEASE RETURN FORM TO PAYROLL
REVISED 8/14/2012

TO: *Wanda Payne*
Interim Director of Finance

FROM:

Principal/Director/Manager	**Organization Number** **(Please list one 4 digit ORG# per form)**
Organization Name	**Authorized by J. Ronny Hyman**

Address	**Floor**	**State**	**Zip**

DATE: _____ **PHONE:** (804) _____ **FAX:** (804) _____

Indicate below in **SECTION I** the names, titles & signatures of the supervisors who are **AUTHORIZED TO SIGN ALL DOCUMENTS, CERTIFY PAYROLL & APPROVE TIME** imputed into the "TSSI, Smartfind Express & Web Time Interface Systems" for this organization during the 2012-2013 school year. **Please indicate if this was an addition/replacement & who was being replaced.**

SECTION I: SUPERVISORS AUTHORIZED TO SIGN ALL DOCUMENTS, CERTIFY PAYROLL & APPROVE TIME IN THE TSSI/WEB

PRINCIPAL/DIRECTOR/MANAGER	NEW	TRANSFER	NO CHANGE
Name (Please print or type)	**Title**		
Signature	**E-mail Address**		
Please print your USER ID (NOT YOUR PASSWORD)	**Addition or Replacing Who?**		

ASST PRINCIPAL/ALT DIRECTOR/ALT MANAGER	NEW	TRANSFER	NO CHANGE
Name (Please print or type)	**Title**		
Signature	**E-mail Address**		
Please print your USER ID (NOT YOUR PASSWORD)	**Addition or Replacing Who?**		

Indicate below in **SECTION II** the names, titles & signatures of the timekeepers who are **AUTHORIZED TO KEY & VERIFY DATA** imputed into the "TSSI, Smartfind Express & Web Time Interface Systems" for this organization during the 2012-2013 school year. **Please indicate if this was an addition/replacement & who was being replaced.**

SECTION II: TIMEKEEPERS ARE ONLY AUTHORIZED TO KEY & VERIFY TIME IN THE TSSI/WEB

TIMEKEEPER	NEW	TRANSFER	NO CHANGE
Name (Please print or type)	**Title**		
Signature	**E-mail Address**		
Please print your USER ID (NOT YOUR PASSWORD)	**Addition or Replacing Who?**		
Authorized to sign in your absence. (Print Name)	**(Signature)**		

ALTERNATE TIMEKEEPER	NEW	TRANSFER	NO CHANGE
Name (Please print or type)	**Title**		
Signature	**E-mail Address**		
Please print your USER ID (NOT YOUR PASSWORD)	**Addition or Replacing Who?**		
Authorized to sign in your absence. (Print Name)	**(Signature)**		