INTERNAL CONTROL STANDARDS FOR DEPARTMENTAL PAYROLLS

I. REFERENCES AND RELATED POLICIES

A. Systemwide Business and Finance Bulletin (BFB)
   IA-101 Internal Control Standards Departmental Payrolls

B. UCSD Policy and Procedure Manual (PPM)
   350-7 Signature Authorization
   395-4.2 Timekeeping: Time Reporting to Payroll

C. Personnel Policies for Staff Members
   31 S-2 Hours of Work
   31 S-1 Attendance Records

II. POLICY

The following internal control standards have been established by the Office of the President and are to be followed by departmental personnel who have payroll responsibilities. Internal and external auditors will use these standards as a frame of reference when examining departmental payroll practices and records:

A. Approval Authorizations

1. *Signature Authorization*, Form FO 2091, *Exhibit A*, delegating payroll approval authority will be signed by department chairs or administrators at a similar level and filed with the campus Accounting Office. Notification of changes in delegation of this authority will be submitted promptly to the Accounting Office.

2. An employee authorized to approve payroll documents will not be responsible for reviewing the *Distribution of Payroll Expense* (DOPE) report or for distributing payroll checks.

3. An employee will not approve documents which affect his/her own pay. Formal approval at a higher administrative level will be required.
4. Payroll Personnel System (PPS) Department/Unit Delegation of Update Usage & Review form, Exhibit C, delegating departmental access to the Employee Database (EDB) via the Payroll Personnel System (PPS) to add, change, and/or delete employee records. Form must be maintained by the department. Changes to the delegation of departmental PPS access will be submitted to the Departmental Security Administrator (DSA) for update.

5. On Line Payroll Time Record (OLPTR) Department/Unit Delegation of Update Usage and Review form, Exhibit D, delegating departmental timekeeper access to the On Line Timekeeping System to perform on line time entries. Notification of changes in timekeeper assignment and delegation of on line access will be submitted promptly to the Payroll Office. A copy must also be filed in the department. The form is available electronically at the following address:

http://www-bfs.ucsd.edu/pay/timedf.htm

B. Time and Absence Reporting and Recording

1. Time reported for pay purposes must be for work actually performed or for earned vacation or sick leave taken.

2. Time worked and absences will be reported after the fact. If reporting deadlines require the estimating of time to the end of the reporting period, adequate control will be maintained to insure that appropriate adjustments are made for differences between estimated and actual time worked.

3. Alterations made in entries pertaining to pay status (Personnel Action Forms) or time worked records (payroll timesheets and Special Payrolls) will be formally approved by the pertinent supervisor.

4. Daily attendance and job time records, including sick leave and vacation accrual records, will be maintained on a formal and current basis.

5. Time records will not be returned to employees after supervisory approval.

6. The Distribution of Payroll Expense (DOPE) report shall be reviewed to prevent the issuance of improper payroll checks to employees who have been terminated, demoted, placed on leave without pay, or otherwise placed in any status under which full standard pay is not to be received.
C. Departmental Check Distribution

1. Payroll checks will be distributed in accordance with Payroll Wage Disposition Requests, Form FO 2048, Exhibit B, signed by the employees, with distribution options provided by campus policy.

2. Checks awaiting distribution to employees will be kept in locked storage accessible only to a designated departmental employee (check custodian) and an alternate who have been formally assigned responsibility for the checks.

3. Check custodians who release checks to employees not known to them will require presentation of proper identification, e.g. a valid driver's license and UCSD Employee I.D. Card, before checks are released.

4. When a check is released to someone other than the payee, the check custodian will 1) require proper identification, 2) obtain a signed receipt which will be retained by the custodian, and 3) require an authorization signed by the payee to release the check.

5. An employee who distributes payroll checks will not be authorized to approve payroll documents or be responsible for reviewing Distribution of Payroll Expense (DOPE) reports.

6. Unclaimed payroll checks delivered to departments for distribution to employees shall be promptly returned to the Accounting Office with an explanation of the department's inability to distribute the checks.

D. Review of Distribution of Payroll Expense (DOPE) Reports

1. As a normal administrative control procedure, departments are expected to review the validity of payroll payments charged to their accounts. To assure that the payroll charges are reviewed, departments are expected to establish necessary internal procedures. One of several possible methods of assuring that such reviews are documented is to require the staff member assigned the review function to sign the Distribution of Payroll Expense (DOPE) report and indicate the date of review.

2. Responsibility for reviewing the Distribution of Payroll Expense (DOPE) reports will not be assigned to an employee who approves payroll transaction forms or distributes payroll checks.
III. RESPONSIBILITIES

Departments shall establish procedures to insure that the above control standards, including adequate separation of duties within the department, are implemented. Such procedures shall provide for systematic reviews to assure that adequate controls for payroll operations have been established and are implemented. Departments that are at variance with these control standards (e.g., limited staffing in small departments that will not permit the separation of payroll duties) shall be subject to periodic reviews of payroll operations by the Internal Audit staff. Such reviews shall include an evaluation of departmental payroll records and procedures for compliance with these standards as well as a verification of the existence of departmental employees.
EXHIBIT A

UNIVERSITY OF CALIFORNIA, SAN DIEGO

SIGNATURE AUTHORIZATION OR CANCELLATION

SIGNATURE SPECIMEN

DISTRIBUTION: FORWARD ONE "SIGNATURE AUTHORIZATION" PAGE TO ACCOUNTING OFFICE. RETAIN COPIES TWO AND THREE, ATTACHED, IN DEPARTMENTAL FILES. TO CANCEL AUTHORIZATION, ENTER ENDING DATE ON COPIES TWO AND THREE AND FORWARD COPIES TWO "CANCELLATION OF AUTHORIZATION" TO ACCOUNTING OFFICE. RETAIN COPY THREE.

AUTHORIZATION: A SIGNATURE AUTHORIZATION IS A DELEGATION OF AUTHORITY. ALL DELEGATIONS ARE APPROVED BY THE DEPARTMENT HEAD. A DEPARTMENT HEAD EXECUTES THIS FORM TO PROVIDE SIGNATURE SPECIMEN AND PLACE HIS NAME ON LIST OF AUTHORIZED PERSONNEL. NO CONTINUING AUTHORIZATION IS REQUIRED. SIGNATURE AUTHORIZATIONS REMAIN IN EFFECT UNTIL CANCELLED.

CANCELLATIONS: CANCEL SIGNATURE AUTHORIZATIONS PROMPTLY UPON SEPARATION OR TRANSFER TO A POSITION NOT INVOLVING SIGNATURE RESPONSIBILITY PREVIOUSLY DELEGATED.

THIS AUTHORIZED BEGINNING DATE DATE THE SIGNATURE OF

NAME: FIRST MIDDLE LAST PAYROLL TITLE (EXCLUDE STEP)

ADMINISTRATIVE POSITION: CHAIRMAN VICE CHAIRMAN PRINCIPAL INVESTIGATOR SPECIFY

THIS DELEGATION ESTABLISHES AUTHORIZATION: A ☐ TO ACT FOR DEPARTMENT HEAD AT ALL TIMES ☒ EFFECTIVE IN ABSENCE OF THE DEPARTMENT HEAD TO APPROVE THE TRANSACTIONS INDICATED BELOW UNDER THE FOLLOWING ACCOUNT/FUND/DEPARTMENT NUMBER(S).

IF DELEGATION IS EFFECTIVE FOR ALL FUND AND DEPARTMENT NUMBERS, INDICATE "ALL" IN COLUMN(S) WITH A *.

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>*FUND NAME</th>
<th>LOC ACCOUNT NO.</th>
<th>*FUND NO.</th>
<th>DEPT NO</th>
</tr>
</thead>
</table>

CATEGORY I DELEGATIONS: DEPARTMENT HEAD MAY DELEGATE AUTHORITY TO ANY DEPARTMENTAL PERSONNEL.

☐ GENERAL REQUISITIONS ☐ TRAVEL VOUCHER CLAIMS
☐ MISCELLANEOUS BLANKET AUTHORIZATION PURCHASES ☐ REQUESTS FOR ISSUANCE OF CHECK (FORM 5)
☐ UNIVERSITY SERVICE DEPARTMENT ORDERS ☐ INVOICE APPROVAL FOR PAYMENT
☐ PAYROLL TIME REPORTING FORMS (SPECIAL PAYROLLS, PAYROLL TIME SHEETS, ABSENCE NOTICE FOR SALARY ELECTION) ☐ NON-PAYROLL EXPENDITURE ADJUSTMENTS
☐ REQUEST FOR TRANSFER OF PAYROLL EXPENSE (DSF FORM 9)

CATEGORY II DELEGATIONS: AUTHORITY MAY BE DELEGATED TO AN OFFICER REPORTING DIRECTLY TO THE DEPARTMENT HEAD.

DELEGATE TO AN ACADEMICIAN ☐ ACADEMIC PERSONNEL FORMS ☐ NOT RESTRICTED TO ACADEMICIAN ☐ NONACADEMIC PERSONNEL FORMS ☐ ACADEMIC SALARIES (SUB 9)
☐ BUDGET TRANSFERS-ACADEMIC ☐ BUDGET TRANSFERS-OTHER THAN ACADEMIC SALARIES (SUB 9)

ACADEMIC DEPARTMENTS-ONLY DELEGATE TO PERSONNEL IN PROFESSIONAL SERIES: ☐ ALL DEPARTMENTAL TRANSACTIONS

APPROVED DEPARTMENT HEAD DATE

71443-108 Signature Authorization
EXHIBIT B

UNIVERSITY OF CALIFORNIA, SAN DIEGO
Payroll Wage Distribution Request

PRINT NAME (Last, First, Middle) | Employee No. | Social Security No. | Campus Phone | Mail Code

☐ MAIL CODE CHANGE ONLY: No change to existing Payroll Wage Distribution. No further information required. Return directly to Payroll at mail code 0952.

Signature Date

Please select OPTION I or OPTION II to designate net payroll earnings distribution.

☐ OPTION I: SURE-PAY. Please deposit my net pay into the account at the financial institution below.

* Deposits will be made effective at the end of the payroll cycle once this form is processed by Payroll.

Note: This applies when a change is made to existing Sure-Pay information. A paper check will be issued until the new data goes through the three payroll cycle timeframe.

* The earnings statement with your payroll deduction information will be sent to your departmental mail code as listed above.

* Sure-Pay guarantees the deposit of funds to your account on the morning of pay day.

** Debts shall be initiated only to affect appropriate adjustments against a prior credit made for the same pay date. Debt transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders. The result of the credit less the debit will be the net pay to which the employee is entitled and will be no different from the net amount the employee would have received had the Sure-Pay method not been selected and a payroll check had been printed.

Financial Institution Account No. Transmittal No.

Type of Account: ☐ Checking ☐ Savings

I hereby authorize the University of California, San Diego to initiate credits and/or debits to my account. Please see "**" above for explanation of debits. This authorization is to remain in effect until cancelled in writing by submitting a new Payroll Wage Distribution Request Form FO 2048.

Signature Date

☐ OPTION II: Check issuance. Please issue a paper check and send it to my departmental mail code listed above.

Signature Date

FO 2048 Revised 11/84
**EXHIBIT C-1**

**PPS UPDATE RESPONSIBILITY CHECKLIST**

<table>
<thead>
<tr>
<th>PERSON(S) RESPONSIBLE</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPS DEPARTMENTAL CONTACT PERSON</td>
<td>Complete and return with appropriate signature to Nini in the Payroll Department (mail code 0952) the Department/Unit Delegation of Update Usage &amp; Review packet. The packet contains:</td>
</tr>
<tr>
<td></td>
<td>1. Chair/Director Delegation Form</td>
</tr>
<tr>
<td></td>
<td>2. Departmental DSA Delegation Form</td>
</tr>
<tr>
<td></td>
<td>3. Departmental PPS Contact Person Delegation Form</td>
</tr>
<tr>
<td></td>
<td>4. Transaction Preparer/User Delegation Form</td>
</tr>
<tr>
<td></td>
<td>5. Transaction Reviewer Delegation Form (Attach additional pages if needed)</td>
</tr>
<tr>
<td></td>
<td>6. PAN Reviewer Worksheet – For Reviewers only</td>
</tr>
<tr>
<td></td>
<td>7. For each Transaction Reviewer and Preparer/User these two forms:</td>
</tr>
<tr>
<td></td>
<td>a. Computer/Information Use and Security Statement</td>
</tr>
<tr>
<td></td>
<td>b. ACT Access Request Form for PPS Update access</td>
</tr>
<tr>
<td>DEPARTMENTAL DSA</td>
<td>1. Ensure correct name and information is indicated on the DSA information in the Department/Unit Delegation of Update Usage &amp; Review packet.</td>
</tr>
<tr>
<td></td>
<td>2. Review and sign ACT Access Request Forms for PPS Update access for each Transaction Reviewer and Preparer/User in your department.</td>
</tr>
<tr>
<td>EACH TRANSACTION REVIEWER</td>
<td>1. Ensure correct name and information is indicated on the Transaction Reviewer information section in the Department/Unit Delegation of Update Usage &amp; Review packet.</td>
</tr>
<tr>
<td></td>
<td>2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval</td>
</tr>
<tr>
<td></td>
<td>4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.</td>
</tr>
<tr>
<td>EACH TRANSACTION PREPARER/ USER</td>
<td>1. Ensure correct name and information is indicated on the Transaction Preparer/User information section in the Department/Unit Delegation of Update Usage &amp; Review packet.</td>
</tr>
<tr>
<td></td>
<td>2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval</td>
</tr>
<tr>
<td></td>
<td>4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.</td>
</tr>
</tbody>
</table>
EXHIBIT C-2

University of California, San Diego
PAYROLL/PERSONNEL SYSTEM (PPS)
DEPARTMENT/UNIT DELEGATION OF UPDATE USAGE & REVIEW

DEPARTMENT/UNIT NAME ________________________________
DEPARTMENT/UNIT CODE ________________________________

I understand that the present payroll system, provided to this campus by the Office of the President, allows a department and/or organizational unit direct access to the Employee Data Base (EDB) with the ability to create records and to change existing information. In addition, as chair/director of __________________________ Department/unit, I am aware that the responsible management and accounting of university funds delegated to me by the Chancellor has been expanded to include the processing and reviewing of payroll data within the payroll system. Therefore, I hereby certify that redelegation by me within the Department/Unit of __________________________, indicated on the attached forms, is in accordance with current campus and university policies and procedures.

CHAIR/DIRECTOR:
______________________________________________  __________________________
(Name Typed)  (Signature)

SCHOOL/COLLEGE/ ORGANIZATION:
(Optional)  __________________________________________  __________________________
(Name Typed)  (Signature)

Certification prepared by:
______________________________________________  __________________________
(Name Typed)  (Signature)

Date: ________________  Phone: ____________________

Attachments
Distribution: Department Administration
Department Security Administrator (DSA)
EXHIBIT C-3
EXHIBIT C-4

DEPARTMENTAL PAN IMPLEMENTATION

System Overview

The Post Authorization Notification (PAN) sub-system of the new Payroll/Personnel System (PPS) is the portion of the program that allows for the distributed processing of payroll actions by providing electronic notification of actions as they are entered. Departmental staff may be assigned two tasks related to the PPS. They may be preparers or reviewers. Preparers use the PPS to update fellow employee’s records. Reviewers review the updates made by the preparers. The reviewers use PAN to perform their role by selecting which notifications they wish to review. Notifications generated by PAN can be accessed via the mainframe or via email.

It is important to note that PAN does not provide notifications for all updates to the PPS, but does provide them for all major actions. For example, a notification would be generated for a change in pay rate but is not provided for a change of tax withholding. A key audit point in the system is that if a notification is generated there must be at least one mandatory reviewer. If there is no mandatory reviewer, the PPS will not allow the update to occur. The purpose of this document is to help establish the mandatory reviewers for the department so that you may begin on-line updates once training is completed.

Be aware that not all reviewers need to be mandatory reviewers. If a person will only have occasional need to review actions for non-audit, informational-only purposes, the preparer can direct a notification to them during the update process. Additionally, reviewers have the option of forwarding notifications to other interest persons.

Rules for Mandatory Reviewers

The department should establish mandatory reviewers such that:

- The reviewer is not also a preparer for the same type of updates. If a reviewer must also be a preparer they may not be the only mandatory reviewer.
- A reviewer should not be a subordinate of the preparer.
- Mandatory reviewers must use the mainframe to view their notification.
The attached worksheet should be completed and submitted to establish a mandatory reviewer. If the department requires more than one mandatory reviewer submit separate worksheets for each mandatory reviewer.

PAN allows the reviewer to select notifications based on the classification of the employee being updated, the department affiliation of the employee, the action code used in the update and/or the type of update action. Due to lack of edits on many action codes and the complexity of establishing notification reviewers based on type of update action, departments are strongly encouraged to base mandatory reviews on the combination of the departmental affiliation and the classification of the employee being updated.

The attached worksheet provides a list of the classifications and a space to note the name and code of the departments the reviewer wishes to see notifications for. The classifications work independently of each other. The determination of an employee’s classification is made solely on the codes noted below each classification. The following questions/comments may help to determine which classification to choose.

1. Do you wish to review actions based on the employee’s personnel program (Academic, Staff, etc.) or student status (Graduate student, Non-student, etc)? If a personnel program limit your selections to classifications to 1 – 10. If a student status use classifications 11 – 14.

2. If the personnel program is important, which programs should be reviewed?

3. If the student status is important, which types of status should be reviewed?

4. If the actions done for employees in the Staff personnel program are to be reviewed, do you want to see actions for all Staff (select #4) or for only Career Staff (select #5) or for only Casual Staff (select #6 or #7)? There is no need to select all four.

5. If the actions done for employees in the Academic personnel program are to be reviewed, do you want to see actions for all Academics (select #8) or for only Ladder Rank Faculty (select #9) or for Post MD (select #10)? There is no need to select all three. Ladder Rank Faculty and Post MD refer to very specific title codes. See the attached list if you are unfamiliar with them.
6. PAN does not allow for combinations of classifications. For example, PAN does not allow reviewer to select only non-student academics (a combination of #8 and #11). The reviewer must determine if they wish to see all academics regardless of student status, or no academics.

7. If all action for a department are to be reviewed, regardless of classification, there is no need to select classifications. Just enter the department name and code at item #15.
# EXHIBIT C-5

## PAN REVIEWER WORKSHEET

**USER NAME:**

**USER ID:**

**MANDATROY _____**  **BACKUP _____**

**DEPARTMENT:**

**EMAIL:**

**EXT:**

**DEPARTMENT UNIT:**

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>INPUT THE DEPARTMENT NAME &amp; CODE FOR THOSE CLASSIFICATION TO BE REVIEWED</th>
<th>NOT BELOW IF YOU ARE A PREPARER FOR ANY OF THE FOLLOWING CLASSIFICATIONS</th>
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</thead>
<tbody>
<tr>
<td>1. Executive</td>
<td></td>
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<tr>
<td>Per Prog Code E</td>
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<td>2. MAP</td>
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<td>Per Prog Code M</td>
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<td>3. APS</td>
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<td>Per Prog Code P</td>
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<td>4. Staff</td>
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<td>Per Prog Code S</td>
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<td>5. Staff Career</td>
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<tr>
<td>Prog S. Appt Type 2</td>
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<tr>
<td>6. Staff Casual</td>
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<tr>
<td>Prog S. Appt 3</td>
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<td>7. Staff Casual – R</td>
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<td>Prog S Appt 4</td>
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<td>8. Academic</td>
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<td>Per Prog Code A</td>
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<td>9. Ladder Rank Faculty</td>
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<td>See Attached</td>
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<td>10. Post MD</td>
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<td>See Attached</td>
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<tr>
<td>11. Not Reg</td>
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<tr>
<td>Student Stat 1</td>
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<td>12. NR Grad</td>
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<td>Student Stat 2</td>
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<td>13. Undergrad</td>
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<tr>
<td>Student Stat 3</td>
<td></td>
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<td>14. Graduate</td>
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<td>Student Stat 4</td>
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<td>15. Selection based on</td>
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<tr>
<td>Department only</td>
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</table>
Other Criteria

Events:

- Appointment Change
- Citizenship
- Distribution Change
- Employee ID Change
- Employee Name Change
- Employee Relations and Collective Bargaining Code Changes
- FICA Eligibility Change – General
- FICA Eligibility Change – Non Citizen
- New Hire
- Indefinite Layoff
- Insurance Enrollment Change
- Layoff Data Change
- Leave Return Date Change
- Leave With Pay
- Leave Without Pay
- Leave of Absence Other
- Non Citizen Visa/Tax Treaty Status Change
- Rehire
- Retirement System Code Change – General
- Retirement System Code Change – Non Citizen

Action Codes:

- The PPS Action Codes
EXHIBIT D

University of California, San Diego

ON LINE PAYROLL TIME RECORD (OLPTR) DEPARTMENT/UNIT DELEGATION OF UPDATE USAGE AND REVIEW

DEPARTMENT INFORMATION:

Department Name: Acme Brothers
Department Unit Code: 0921

TIMEKEEPER CODE(S):

<table>
<thead>
<tr>
<th>Code</th>
<th></th>
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<tbody>
<tr>
<td>000921-00</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>000921-01</td>
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<td>000921-02</td>
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</table>

TIMEKEEPER(S):

PRIMARY TIMEKEEPER:
Timekeeper Name: Taz Devil
Employee ID Number: 0999314
Mainframe User ID: ABOTD
Telephone Number: 525-9925
E-mail Address: tdevil@ucsd.edu
Campus Mailcode: 0991
Signature: __________________________

BACKUP TIMEKEEPER:
Timekeeper Name: Daffy Duck
Employee ID Number: 0557221
Mainframe User ID: ABODUD
Telephone Number: 525-9901
E-mail Address: dduck@ucsd.edu
Campus Mailcode: 0991
Signature: __________________________
I understand that the present timekeeping system allows a department and/or organizational unit to gain direct access to the Employee Data Base (EDB) and the ability to report time on line that will directly affect pay. In addition, as chair/director of the ACME Brothers department/unit, I am aware that the responsibility of management and accounting of University Funds delegated to me by the Chancellor has been expanded to include the processing and reviewing of sensitive payroll data within the online payroll system. Therefore, I hereby certify that redelegation by me within the department/unit of Acme Brothers, as indicated on this form, is in accordance with current campus university policies and procedures.

AUTHORIZED SIGNATURES:

Chair or Director: Bugs Bunny Signature: _____________________________
MSO/PO/DH: Yosemite Sam Signature: _____________________________
DSA: Wyle E Coyote Signature: _____________________________

Forward Completed Form to the Payroll Office, Attention: Scott Drummond, Mailcode: 0952