



# UC San Diego

## Policy & Procedure Manual

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### PAYROLL

#### Section: 395-4.2 EXHIBIT A

Effective: 07/01/1997

Supersedes: 06/30/1990

Review Date: TBD

Issuance Date: 07/01/1997

Issuing Office: [General Accounting Division](#)

### EXHIBIT A

**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):

000921-00	-	-	-	-	-
000921-01	-	-	-	-	-
000921-02	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

#### 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: \_\_\_\_\_

**University of California San Diego Policy – PPM 395 – 4.2 Exhibit A  
PPM 395 – 4.2 Exhibit A University of California, San Diego On Line Payroll Time Record  
(OLPTR) Department/Unit Delegation of Update Usage and Review**

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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 on line 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.

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**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*