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Issuing Office: [General Accounting Division](#)

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)