

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

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):

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: _____

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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.

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