

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

## 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.

## PAYROLL

Section: 395-6

Page 2

[Search](#)[Other Sources](#)[Numerical Guide](#)

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

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.

## PAYROLL

Section: 395-6

Page 3

[Search](#)[Other Sources](#)[Numerical Guide](#)

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

**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 drivers 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.

**PAYROLL**

**Section: 395-6** **Page 4**

[Search](#)

[Other Sources](#) [Numerical Guide](#)

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

### 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.

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

**EXHIBIT A**

UNIVERSITY OF CALIFORNIA, SAN DIEGO

SIGNATURE SPECIMEN

**SIGNATURE AUTHORIZATION OR CANCELLATION**

DISTRIBUTION: FORWARD COPY 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 COPY 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 LISTINGS OF AUTHORIZED PERSONNEL; NO CONFIRMING SIGNATURE 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 AUTHORIZES \_\_\_\_\_ BEGINNING DATE \_\_\_\_\_ THE SIGNATURE OF \_\_\_\_\_

NAME: FIRST	MIDDLE	LAST	PAYROLL TITLE (EXCLUDE STEP)
ADMINISTRATIVE POSITION:			OTHER
CHAIRMAN	VICE CHAIRMAN	PRINCIPAL INVESTIGATOR	SPECIFY

THIS DELEGATION ESTABLISHES AUTHORIZATION: A  TO ACT FOR DEPARTMENT HEAD AT ALL TIMES  
 B  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 COLUMNS WITH \*

ACCOUNT NAME	*FUND NAME	LOC	ACCOUNT NO.	*FUND NO.	*DEPT NO

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

C <input type="checkbox"/> GENERAL REQUISITIONS D <input type="checkbox"/> MISCELLANEOUS BLANKET AUTHORIZATION PURCHASES E <input type="checkbox"/> UNIVERSITY SERVICE DEPARTMENT ORDERS F <input type="checkbox"/> PAYROLL TIME REPORTING FORMS (SPECIAL PAYROLLS, PAYROLL TIME SHEETS, ABSENCE NOTICE FOR SALARY DEDUCTION)	G <input type="checkbox"/> TRAVEL VOUCHER CLAIMS H <input type="checkbox"/> REQUESTS FOR ISSUANCE OF CHECK (FORM 5) I <input type="checkbox"/> INVOICE APPROVAL FOR PAYMENT J <input type="checkbox"/> NON-PAYROLL EXPENDITURE ADJUSTMENTS K <input type="checkbox"/> REQUESTS FOR TRANSFER OF PAYROLL EXPENSE (DPC FORM 9)
--	---

---

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

DELEGATE TO AN ACADEMICIAN	L <input type="checkbox"/> ACADEMIC PERSONNEL FORMS M <input type="checkbox"/> BUDGET TRANSFERS-ACADEMIC SALARIES (SUB 0)	NOT RESTRICTED TO ACADEMICIAN: N <input type="checkbox"/> NONACADEMIC PERSONNEL FORMS O <input type="checkbox"/> BUDGET TRANSFERS-OTHER THAN ACADEMIC SALARIES (SUB 0)
----------------------------	--	--

ACADEMIC DEPARTMENTS-ONLY DELEGATE TO PERSONNEL IN PROFESSORIAL SERIES: R  ALL DEPARTMENTAL TRANSACTIONS

---

APPROVED DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_

71443-108
Signature Authorization



**PAYROLL**

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

**EXHIBIT C-1**

<b>PPS UPDATE RESPONSIBILITY CHECKLIST</b>	
<b>PERSON(S) RESPONSIBLE</b>	<b>ACTIONS REQUIRED</b>
PPS DEPARTMENTAL CONTACT PERSON	<p>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:</p> <ol style="list-style-type: none"> <li>1. Chair/Director Delegation Form</li> <li>2. Departmental DSA Delegation Form</li> <li>3. Departmental PPS Contact Person Delegation Form</li> <li>4. Transaction Preparer/User Delegation Form</li> <li>5. Transaction Reviewer Delegation Form (Attach additional pages if needed)</li> <li>6. PAN Reviewer Worksheet – For Reviewers only</li> <li>7. For each Transaction Reviewer and Preparer/User these two forms:                             <ol style="list-style-type: none"> <li>a. Computer/Information Use and Security Statement</li> <li>b. ACT Access Request Form for PPS Update access</li> </ol> </li> </ol>
DEPARTMENTAL CHAIR/DIRECTOR	<ol style="list-style-type: none"> <li>1. Sign and Review Department/Unit Delegation of Update Usage &amp; Review packet.</li> </ol>
DEPARTMENTAL DSA	<ol style="list-style-type: none"> <li>1. Ensure correct name and information is indicated on the DSA information in the Department/Unit Delegation of Update Usage &amp; Review packet.</li> <li>2. Review and sign ACT Access Request Forms for PPS Update access for each Transaction Reviewer and Preparer/User in your department.</li> </ol>
EACH TRANSACTION REVIEWER	<ol style="list-style-type: none"> <li>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.</li> <li>2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval</li> <li>3. For a new user ID, Complete Computer/Information Use and Security Statement.</li> <li>4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.</li> </ol>
EACH TRANSACTION PREPARER/ USER	<ol style="list-style-type: none"> <li>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.</li> <li>2. Complete ACT Access Request Forms for PPS Update access and give to your Departmental DSA for approval.</li> <li>3. Complete Computer/Information Use and Security Statement.</li> <li>4. Enroll in PPS Inquiry prior to PPS Update or PPS Reviewer training.</li> </ol>

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

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)



Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

**EXHIBIT C-3**

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PAYROLL/PERSONNEL SYSTEM (PPS)  
DELEGATION OF UPDATE USAGE & REVIEW

DEPARTMENT NAME: \_\_\_\_\_  
DEPARTMENT UNIT CODE: \_\_\_\_\_

**PPS DEPARTMENTAL CONTACT PERSON**

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PAYROLL/PERSONNEL SYSTEM (PPS)  
DELEGATION OF UPDATE USAGE & REVIEW

DEPARTMENT NAME: \_\_\_\_\_  
DEPARTMENT UNIT CODE: \_\_\_\_\_

**DEPARTMENT/UNIT SECURITY ADMINISTRATOR (DSA)**

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PAYROLL/PERSONNEL SYSTEM (PPS)  
DELEGATION OF UPDATE USAGE & REVIEW

DEPARTMENT NAME: \_\_\_\_\_  
DEPARTMENT UNIT CODE: \_\_\_\_\_

**TRANSACTION PREPARER/USER**

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
PAYROLL/PERSONNEL SYSTEM (PPS)  
DELEGATION OF UPDATE USAGE & REVIEW

DEPARTMENT NAME: \_\_\_\_\_  
DEPARTMENT UNIT CODE: \_\_\_\_\_

**TRANSACTION REVIEWER**

NAME	EMP NO.	EMAIL	PPS INQUIRY TIER LEVEL	PPS UPDATE TIER LEVEL
_____	_____	_____	_____	_____
TITLE	USER ID	PHONE	_____	_____
_____	_____	_____	_____	_____

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

## **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

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

## PAN REVIEWER WORKSHEET

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 bases 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 not 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.

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

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

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

**EXHIBIT C-5**

**PAN REVIEWER WORKSHEET**

USER NAME: USER ID: MANDATROY \_\_\_\_\_ BACKUP \_\_\_\_\_

DEPARTMENT: EMAIL: EXT:

DEPARTMENT UNIT:

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

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

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

**PAYROLL**

**Section: 395-6**      **Page 1 Exhibit D**      [Search](#)

[Other Sources](#)      [Numerical Guide](#)

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: \_\_\_\_\_

**PAYROLL**

**Section: 395-6**      **Page 2** **Exhibit D**      [Search](#)

[Other Sources](#)      [Numerical Guide](#)

Effective: 07/01/1997

Supersedes: 11/23/1982

Review Date: TBD

Issuing Office: [General Accounting Division](#)

---

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*