



DEPARTMENTAL PROCESS FOR UPDATING HR/PAYROLL SIGNATURE AUTHORIZATION FORMS

UPDATED: FEBRUARY 28, 2018

The Signature Authorization form is a three (3) page form:

Page 1 – Instructions

Page 2 – Person responsible to complete PS Time Entry, Person responsible to approve PS Time Entry

Page 3 - Person responsible to pick up paychecks, Person responsible to reconcile and distribute paychecks

The Signature Authorization Form should be used when a department needs to add/remove/update authorized personnel to:

- Pick Up Payroll Checks
- Distribute Payroll Checks
- Reconcile Payroll Checks

The department should complete **ONLY page three (3)** of the signature authorization form and send directly to AAOU SSC.

- The form may be sent via e-mail to our **shared mailbox**, and the original copy must be sent via inter-office mail to **Vania Cruz, AD-716**.

AAOU SSC Staff will complete page two (2) of the form, and will then submit the completed document (page 2 and page 3), to HR/Payroll for processing.

PLEASE REMEMBER:

****DEPARTMENTS SHOULD NEVER SUBMIT THIS FORM DIRECTLY TO HR/PAYROLL**

****FORMS SHOULD ALWAYS BE SENT TO AAOU SSC FOR PROCESSING**

****DEPARTMENT SHOULD NEVER COMPLETE PAGE 2 OF THE FORM (THIS IS FOR AAOU SSC STAFF ONLY)**

If you have any questions or need assistance with the form, please contact an AAOU SSC team member, by sending a message to your shared mailbox.