Instructions: Warrant Release Authorization Form

The Warrant Release Authorization form is used to designate roles within a department related to certifying attendance and those who can receive and distribute payroll checks to the unit.

This form is updated every academic year to ensure that pay warrants are released to the appropriate authorized individuals.

Submit a complete form to People and Culture via email to peopleandculture@sjsu.edu. If you prefer to complete an updated Warrant Release Authorization via DocuSign, you may add peopleandculture@sjsu.edu as a recipient to "receive a copy" upon completion of the form; P&C should not be listed as "needs to sign."

This document will walk you through how to properly complete the Warrant Release Authorization Form.

Instructions:

Complete the section at the top of the form with:

- Academic Year: Year that the form will be used (example: 2023_2024)
- Department Name
- Division/College: Indicate the College or Division if the department is not part of a College
- Check Sort Unit: Indicate the 3 digit number
- Appropriate Administrator/DRO: Indicate the DRO of the college or the Appropriate Administrator if the department is not part of a College

Academic Year:		Department Name:	
Division/College:		Check Sort Unit:	
Appropriate Administrator/DRO:			

The form is divided into 2 sections that will ask for similar information.

The Master Payroll section is related to checks for salaried employees (generally staff, faculty, GAs, TAs…etc) that are distributed on Master Payday, which usually occurs at the beginning of the month. Refer to the Master Payroll Calendar on the Calendars webpage of the People and Culture website for the specific pay days.

MASTER PAYROLL	
1. Maintains Attendance (department designee)	
Principal Name:	Alternate Name:
2. Certifies Attendance (department head or designee)	
Principal Name:	Signature:
Alternate Name:	Signature:
3. Received Payroll Warrants (cannot be a principal or alternate in function 2 above or approve time in absence Management)	
Principal Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:

The Student Assistant/Work Study/Intermittent Hourly Payroll section is related to checks for hourly employees (generally student assistants, instructional student assistants, casual workers…etc) that are distributed on Student/Hourly Payday, which usually occurs in the middle of the month. Refer to the Hourly and Student Payroll Calendar on the Calendars webpage of the People and Culture website for the specific pay days.

STUDENT ASSISTANT/WORK STUDY/INTERMITTENT HOURLY PAYROLL	
1. Maintains Attendance (department designee)	
Principal Name:	Alternate Name:
2. Certifies Attendance (department head or designee)	
Principal Name:	Signature:
Alternate Name:	Signature:
3. Received Payroll Warrants (cannot be a principal or alternate in function 2 above or approve time in absence Management)	
Principal Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:

The "Maintains Attendance (department designee)" line refers to the employee who manages those who enter Absences or hours worked on the Timesheet. This may be a timekeeper or someone who sends out reminders to employees to enter their time.

1. Maintains Attendance (department designee)	
Principal Name:	Alternate Name:

The "Certifies Attendance (department head or designee)" line refers to the employee who is head of the department, or their designee. This employee would also complete and sign the bottom of the form.

2. Certifies Attendance (department head or designee)

Principal Name:	Signature:
Alternate Name:	Signature:

The "Received Payroll Warrants" line refers to individuals who are approved to pick up pay warrants at People and Culture and bring them back to the department for disbursement to the employees. In order to shorten any delays of employees receiving their paychecks, we would suggest listing more than 2 individuals to prepare for staff shortages due to vacant positions, absences, remote schedules…etc. If your department would like to have more authorized individuals picking up paychecks than the number of spaces on the form, please submit an additional page with the names and signatures of the individuals.

3. Received Payroll Warrants (cannot be a principal or alternate in function 2 above or approve time in absence Management)

Principal Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:
Alternate Name:	Signature:

Your department may choose to have the same or different individuals listed in each of the 2 sections. To prevent any mishandlings, the individuals listed in the "Certifies Attendance" and "Received Payroll Warrants" line cannot be the same person. Here are examples of what is acceptable:

- Same employee in Maintains Attendance and Certifies Attendance; different employee in Received Payroll Warrants
- The same employee in Maintains Attendance and Received Payroll Warrants, different employee in Certifies Attendance
- A different employee for each line: Maintains Attendance, Certifies Attendance, Received Payroll Warrants

The bottom of the form lists the information of the head of the department.

- Name and Title: Include the name and title of the head of the department
- Signature
- Date

DEPARTMENT AUTHORIZATION	
Name and Title, Department Head:	
Signature:	Date: