SJSU | PEOPLE AND CULTURE

WARRANT RELEASE AUTHORIZATION FORM

Instructions: Instructions: Complete form and submit to People and Culture annually when requested or at the time of a personnel change within the department. Please note that person(s) that approve and certify reports (authorize expenditures) of a payroll unit may not receive or distribute payroll checks to unit employees.

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

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:

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:

DEPARTMENT AUTHORIZATION

Name and Title, Department Head:	
Signature:	Date: