

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
AUTHORIZATION FORM – ATTENDANCE & PAYCHECK PICKUP**

DEPARTMENT NAME (please print) _____

AUTHORIZED INDIVIDUALS: (Must be HEERA Manager)

To certify Time and Attendance Reports (Form 672)

Note: If authorized individual is temporarily not available to certify, signature authority is next higher administrator responsible for the department and no authorization is required. **The individuals who certify attendance cannot certify their own attendance.**

Signature	Signature
Print Name	Print Name

AUTHORIZED INDIVIDUALS:

To prepare and process any and all attendance documents.

Signature	Signature
Print Name	Print Name

AUTHORIZED INDIVIDUALS:

To pick up paychecks from Human Resource Services – Customer Service Center. *(Must be someone other than those who certify Time and Attendance Report (F672) or sign the Absence & Additional Time Worked Report (F634)*

Signature	Signature
Print Name	Print Name
Signature	Signature
Print Name	Print Name
Signature	Signature
Print Name	Print Name

Authorized By:

Signature :		Date :	
Typed Name :			

Vice President / Assoc VP, Dean / Director