

# Signing Authority

## Human Resource Data and Transactions

ACTION EFFECTIVE DATE  
(YYYY-MM-DD)

NEW AUTHORITY  
CHANGE AUTHORITY  
DELETE ALL AUTHORITY

### PART A – INFORMATION REGARDING THE SIGNING AUTHORITY

LAST NAME, FIRST NAME (PRINT)	TITLE

SAMPLE SIGNATURE

### PART B – DEPARTMENTS THAT AUTHORITY APPLIES TO

DEPARTMENT NAME	DEPARTMENT CODE
1)	
2)	
3)	
4)	
5)	

### PART C – TRANSACTIONS THAT CAN BE AUTHORIZED (check all that can be authorized)

- Faculty appointment notice
- Faculty Job related additional funding
- Faculty renewal multi year appointment
- Faculty limited duties appointment
- Academic administrative post appointment notice
- Staff appointment notice
- Termination notice
- Leave or irregular work week form
- Hourly and exceptional earnings requisition
- Graduate Teaching Assistant appointment notice
- Graduate Research Assistant appointment notice
- Work study student appointment notice
- Post Doctoral Fellow appointment notice
- Non-continuing Non-employment remuneration notice

### PART D – PRIMARY AUTHORIZATION

The signing authority indicated in part A has the accountability to be one of the signing authorities for the transactions outlined in part C for employees in the departments outlined in part B.

\_\_\_\_\_  
Authorizer's Name

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Date