



**SUNY UPSTATE MEDICAL UNIVERSITY
PAYROLL SERVICES DEPARTMENT**

Binder: I

MANAGEMENT PERSONNEL AUTHORIZATION OF EMPLOYEE TIME REPORTED

No. FM04

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Purpose: To provide SUNY Upstate Management Personnel one form to use / sign when authorizing more than one (1) timesheet for each pay period.

Policy Reference: Official Timekeeping Record Guidelines No T - 14

Directions:

Step 1. SUNY Upstate Management Personnel may complete this form when authorizing employee time submitted via timesheet to Payroll Services only in lieu of signing individual timesheets.

Step 2. Management Personnel must review each timesheet prepared for each employee for propriety.

Step 3. Please complete Section A either by indicating the number of timesheet pages (not number of employees) that are being authorized/approved by the SUNY Upstate Manager

Step 4. SUNY Upstate Authorized Management Personnel must complete Section B as indicated.

Step 5. Please attached this completed form to the top of the applicable time records and forward to Payroll Services at Jacobsen Hall Room 100 no later than the Friday after the pay period ends.

If you have any questions regarding this form, please contact Payroll Services Department via email to "StatePR" or telephone at extension 4 – 4840

**Payroll Services highly recommends that you follow this procedure ... in the order that each step is listed ...
to promote efficient, accurate and timely processing of payroll**

Section A

DEPARTMENT:

TIMESHEET PAGES:

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PAY PERIOD DATES:

FROM:

TO:

This form is an Official State record. Alterations, falsification or failure to follow instructions may be ground for disciplinary action

Section B: "I hereby certify that the hours shown on the attached time records as indicated above represent an accurate record of time worked/used as noted above:"

Supervisor Signature:

Date:

Supervisor Name (please print):