

MEMORANDUM

TO: Principals/Department Heads

FROM: Bobbi Johns, Payroll Supervisor, Business Services Department

RE: SMART AUTHORIZATION TO APPROVE/SIGN PAYROLL 2019 - 2020

Please indicate below who is authorized to sign payroll documents in your absence during the school year 2019-2020. Please note, if you are a school/department with SMART payroll, authority to approve payroll in your absence rolls up to your Regional Superintendent. There is no alternate designee on-site to approve payroll in SAP when you are not present. Please list your Regional Superintendent on the designated line. Also indicate the name and title of the person(s) who process payroll in your school/department, even if your RC does not key timesheets or leave forms.

School/Department Name _____

School/Dept. Number (RC#) _____

Main Phone # _____

Print School Principal/Dept. Approver

Title

Signature of School Principal/Dept. Approver

Date

Print Alt. Admin. Signer for School/Dept.

Title

Signature of Alt. Admin. Signer for School/Dept.

Date

Print School/Dept. Timekeeper Name

Title

Phone Number

Print Region Office Contact

Phone Number

****Please return original form to payroll by August 5, 2019****