



Signature Authorization List instructions and examples for both Department and College/VP level approvers are provided below. The forms are required for transactions submitted as exception hard-copy documents and for processes not currently delivered electronically in Manager Self Service (MSS). Forms are completed annually to meet audit requirements—and to avoid delays in document processing.

### DEPARTMENT LEVEL APPROVERS

- Enter the **Department(s) Name(s), Number(s), and College Division(s)** to specify the unit(s) the individual will have authority to approve on the department’s/unit’s behalf
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual’s signature authorization for the year
- Complete the individual’s **Name, EmplID** and **UA Title** to request department level approval
  - Obtain the individual’s **signature/date**

#### Dept Column

- Select the boxes in the **Dept** column to indicate the documents the department level approver is authorized to sign
- Complete the **Department Head/Director Name** and **E-mail Address**
  - Obtain the Department Head’s/Director’s **signature/date**

#### College/VP Required Column

- The **College/VP Required** column is completed by an authorized College/VP representative
  - Checked boxes indicate that hard-copy documents require College/VP approval
- The College/VP representative completes the **Dean/VP Name** and **Email Address**, and obtains his/her **signature/date**

The signature authorization list for Department Level Approvers identifies documents that require College /VP approval. In some cases, the department authorized approver may have sole authority to sign off on specific documents. In that case, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.

## Signature Authorization List: Department and College Approver – Instructions and Examples (Continued)

### COLLEGE VP LEVEL APPROVERS

- Enter the **Department(s) Name(s), Number(s), and College Division(s)** to specify the departments/unit(s) the individual will have authority to approve on the College's/VP's behalf
- Check the **Add** box for new approvers, or select the **Update** box to renew an individual's signature authorization for the year
- Check the **College/VP Authorized Approver** box
- complete the individual's **Name, EmplID** and **UA Title** to request College/VP level approval
  - Obtain the individual's **signature/date**

#### Dept Column

- Leave the **Dept Required** column blank

#### College/VP Required Column

- Leave the **College/VP Required** column blank
- The College/VP representative completes the **Dean/VP Name and Email Address**, and obtains his/her **signature/date**

The signature authorization list for College/VP Level Approvers identifies hard-copy documents for departments/units the individual has sole authority to approve. Therefore, the **Dept** box for the appropriate category is checked and the **College/VP Required** box is left blank.

The screenshot shows the 'Signature Authorization List' form for 'Human Resources' for 'FY 2018-2019'. The form includes fields for 'Department Name(s)', 'Department Number(s)', and 'College Division(s)'. There are checkboxes for 'Add', 'Update', 'Delete', 'Other', 'Dept Authorized Approver', and 'College/VP Authorized Approver'. The 'College/VP Authorized Approver' checkbox is checked. Below this is the 'Department/College/VP Representative Information' section, which includes fields for 'Name', 'Title', and 'Signature/Date'. The 'Signature/Date' field has 'Signature' and 'Date' sub-fields. There are three main categories of job types, each with 'Dept Required' and 'College/VP Required' checkboxes. The 'Appointed Personnel' category has 'Dept Required' checked. The 'Classified/Facility Staff' category has 'Dept Required' checked. The 'Graduate Assistant/Associate' category has 'Dept Required' checked. The 'Student Employees' category has 'Dept Required' checked. Below this is the 'Approval Information/Signature' section, which includes fields for 'Department Head/Director Name', 'Signature/Date', 'Email Address', 'Dean/VP Name', 'Signature', and 'Email Address'. The 'Signature/Date' field has 'Signature' and 'Date' sub-fields. The 'Email Address' field has a sub-field for 'Email Address'. The form is dated 'Last Updated: June 25, 2018'.