



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.

The screenshot shows the 'Signature Authorization List' form for 'FY 2022-2023'. It includes fields for 'Department Name(s)', 'Department Number(s)', and 'College Division(s)'. There are checkboxes for 'Add' and 'Update', and 'Dept. Authorized Approver' and 'College/VP Authorized Approver'. The 'Department/College/VP Representative Information' section has fields for 'Name' (Last, First MI) and 'Email'. The 'Department/College/VP Required Information' section has a table with columns for 'Dept Required' and 'College/VP Required' and rows for various document types: Faculty/Appointed Personnel (Hiring Forms, PAF-Additional Job, Other Professional Services Form (OPS), Supplemental Compensation, Leaves/Disabilities), University Staff (Hiring Forms, PAF-Additional Job, Other Professional Services Form (OPS), Supplemental Compensation, Leaves), Classified Staff (Hiring Forms, PAF-Additional Job, Supplemental Compensation, Leaves), Graduate Assistant/Associate (PAF-Additional Job, Supplemental Compensation), and Student Employee (Hiring Forms). The 'Approval Information/Signature' section has fields for 'Dept Head/Director Name' and 'Email', and 'Signature' and 'Date'. It also has fields for 'Dean/VP Name' and 'Email', and 'Signature' and 'Date'. The form is dated 'Last Updated: 6/24/2022'.

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 2022-2023'. It includes a header with the university logo and the title 'Signature Authorization List FY 2022-2023'. Below the header are input 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'. A red bar separates the header from the 'Department/College/VP Representative Information' section, which contains fields for 'Name', 'Title', and 'Signature'. Below this is a table with three columns: document type, 'Dept Required', and 'College/VP Required'. The 'Faculty/Appointed Personnel' section is highlighted with a blue box, and the 'Dept Required' column is checked for 'Hiring Forms' and 'Other Professional Services Form (OPS)'. Below the table is the 'Approval Information/Signature' section, which includes fields for 'Dept Head/Director Name', 'Signature', and 'Date', and 'Dean/VP Name', 'Signature', and 'Date'. At the bottom left, it says 'Last Updated: 6/24/2022'.