

Roles and Responsibilities

The roles listed below are responsible for personnel related information and therefore are to be handled with strict confidentiality and care.

Approves and/or Certifies All Documents

- By signature, the Approving Official certifies that the Payroll Certification Report correctly reflects attendance and personnel actions of their employees.

Maintenance of Attendance Records

- Responsible for providing accurate time and attendance records to the Payroll Office in accordance with attendance procedures and scheduled due dates;
- Duties include recording personnel actions on attendance reports, obtaining certifier's signature and performing as a liaison between the Payroll office and employees or department heads to correct or clarify attendance records;
- To prepare the Payroll Certification Report with personnel transactions (new appointments, leaves, separations, position number changes, name changes and time-base changes) for appropriate department authorization;
- **Attendance Coordinators are not authorized to certify attendance or pick up paychecks.**

Pick-up Warrants

- **Paycheck information is confidential and sensitive and must be handled in the same manner, to include communicating with employees;**
- Paycheck Coordinators are responsible for pick up all paychecks (and any Direct deposit Advices) for their designated area at the end of the pay period and throughout the month as needed;
- Distribute the paychecks to individual employees or department representatives as established within their area;
- Paychecks should be stored in a secure location until distributed to employees;
- Any live paychecks held in departments for more than (5) business day should be returned to Disbursement.
- Direct deposit should not be returned to Disbursement unless specified.
- Must be someone other than those who certifies attendance on the Payroll Attendance Report or maintains the employee attendance records;
- **Temporary Signatory:** If designators are not available to pick-up paychecks, approving officials may temporarily designate other employees to perform this task. **Temporary authorizations must be done by memo**, sent to the Director of Payroll Services.