

# Memorandum

**To:** UAA Payroll

**From:** \_\_\_\_\_

**Dept:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Re:** Approval Delegation to Designee(s)

---

Per the Authorized Signature Sheet – Payroll, the staff member approving the time sheet must be of equal range or above the range of the employee whose time sheet is being approved.

This memorandum authorizes the employee(s) listed below to approve the time sheets of employees who are in ranges above the employee(s) listed below.

Exceptions:

(1) The employee(s) listed below must have their own time sheet(s) approved by the appropriate supervisor.

(2) The employee(s) listed below are not authorized to approve the time sheet of their supervisor.

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

Designee: \_\_\_\_\_

Approved by and Date: \_\_\_\_\_

Title and Dept: \_\_\_\_\_