

# I11: Positive Time Roster and Time Sheet/ Time Report Signatories Card, 1193

Effective Date: 9/22/04

Prior Date: 10/10/03

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<a href="#">Availability of Positive Time Roster and Time Sheet/Report Signatories Cards</a>	<a href="#">Positive Time Roster and Time Sheet/Report Signatories Card Policies</a>	<a href="#">Definitions</a>
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## Purpose and Scope

*Positive Time Roster and Time Sheet/Report Signatories Cards* (1193) are used to provide the University with specimen signatures of unit heads, authorized alternates and area executive officers who sign approvals on Positive Time Rosters and Time Sheets/Reports.

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## Authority & Responsibility

1. The unit head/authorized alternate will obtain the signature cards, complete the cards and forward them to the Area Executive Officer.
2. The Area Executive Office will review and, if approved, authorize unit heads and/or alternates by signing the cards and forwarding them to the Payroll office.
3. Payroll staff will verify the unit head/authorized alternates signatures on all time sheets/reports and positive time rosters with the signatories cards.
4. The Payroll Supervisor will advise time sheet/report and positive time roster signers when signatures are unauthorized.
5. The Director of Financial Affairs/Controller will advise the Procedures and Systems Analyst of all changes made to this procedure.

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None

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## Definitions

1. Adjunct appointment: a temporary part time faculty member
2. Positive Time Roster: a document that serves as the basis for accounting for leave time taken by faculty.
3. Time Sheet: a legal document that serves as the basis for paying and accounting for all leave time taken by students, non-exempt civil service, temporary and extra help employees
4. Time Report: a legal document that serves as the basis for paying and accounting for all leave time taken by exempt civil service, administrative and professional, department chairs, academic support professionals and temporary and contracted employees.

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## Availability of Positive Time Roster and Time Sheet Signatories Cards

*Positive Time Rosters* are mailed monthly by Payroll to the department secretaries, and *Time Sheet/Report Signatories Cards* (1193) are mailed by the Payroll office, E-220 upon request.

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## Positive Time Roster and Time Sheet/Report Signatories Card Policies

All signatories must be University employees in status positions; signatures of people with adjunct appointments or consultants will not be allowed.

**NOTE:** Persons signing Positive Time Rosters and Time Sheets/Reports may not pick up and distribute paychecks on paydays for their area. However, they may pick up and distribute paychecks for other areas.

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**Instructions: *Positive Time Roster and Time Sheet/Report Signatories Card***

Instructions for preparing the voucher are detailed in section [M41](#) of this handbook.

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## Facsimile

**N** Northeastern  
Illinois  
University

**Positive Time Roster and Time Sheet/Report Signatories Card**

Department Name: \_\_\_\_\_

Unit Head Signature \_\_\_\_\_ Type Name \_\_\_\_\_

Date \_\_\_\_\_ Type Title \_\_\_\_\_

Authorized Alternate Signature \_\_\_\_\_ Type Name \_\_\_\_\_

Date \_\_\_\_\_ Type Title \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Area Executive Officer

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## Questions

Questions pertaining to *Positive Time Roster and Time Sheet/Report Signatories Cards* should be directed to the Payroll Supervisor, X5190.

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