

M41: Positive Time Roster and Time Sheet/Report Signatories Card, 1193

Effective Date: 9/22/04

Prior Date: 10/10/03

[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

Purpose and Scope	Authority and Responsibility	Definitions
Positive Time Roster and Time Sheet/Report Signatories Card Policies	Availability of Positive Time Roster and Time Sheet/Report Signatories Cards	References
Instructions: Positive Time Roster and Time Sheet/Report Signatories Card	Facsimile Positive Time Roster and Time Sheet/Report Signatories Card	Questions

Purpose and Scope

The *Positive Time Roster and Time Sheet/Report Signatories Card* (1193) is 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*.

For more information contact us
[Loretta K. Pienta](#)

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Authority and Responsibility

1. Payroll issues the Positive Time Roster and Time Sheet/Report Signatories Cards.
2. The University community is responsible for requesting signature cards whenever account signatory changes have occurred.
3. The Director of Financial Affairs/Controller is responsible for advising the Procedures and Systems Analyst of all changes to this procedure.

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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References

Fiscal Agent Handbook - [111: Positive Time Roster and Time Sheet/Reports Signatories Card](#)

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Definitions

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

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Availability of Positive Time Roster and Time Sheet Signatories Cards

The *Positive Time Roster and Time Sheet/Report Signatories Card* (1193) is available in the Payroll Office, E-220.

For more information contact us
[Loretta K. Pienta](#)

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Positive Time Roster and Time Sheet/Report Signatories Card Policies	Availability of Positive Time Roster and Time Sheet/Report Signatories Cards	References
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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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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Positive Time Roster and Time Sheet/Report Signatories Card Policies	Availability of Positive Time Roster and Time Sheet/Report Signatories Cards	References
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Instructions: Positive Time Roster and Time Sheet/Report Signatories Card

1. Enter the name of the department where the Positive Time Roster and Time Sheet/Reports will be charged.
2. The unit head signs here.
3. Print the name of the unit head.
4. Enter the date that the unit head signs the card.
5. Type the title of the unit head.
6. The alternate signatory signs here.
7. Print the name of the alternate.
8. Enter the date that the alternate signs the card.
9. Type the title of the alternate.
10. The area executive officer authorizes the unit head and the alternate signatures here.
11. Enter the date the area executive office signs the card.

After all signatures are obtained, forward the card to the Payroll Office.

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Facsimile

N Northeastern Illinois University

Positive Time Roster and Time Sheet/Report Signatories Card

Department Name: _____ (1)

Unit Head Signature _____ (2) Type Name _____ (3)

Date _____ (4) Type Title _____ (5)

Authorized Alternate Signature _____ (6) Type Name _____ (7)

Date _____ (8) Type Title _____ (9)

Approved by: _____ (10) Date _____ (11)

Area Executive Officer Date

1193B 11/03

For more information contact us
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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Questions

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

For more information contact us

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[Fiscal Agent Handbook Index](#) | [Payroll Index](#)

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Comments

Please contact [Loretta K. Pienta](#) with any comments or suggestions pertaining to this procedure.