



# Sam Houston State University

*A Member of The Texas State University System*

Box 2095 – Payroll Office

Huntsville, TX 77341-2095

## AUTHORIZATION TO APPROVE LEAVE REPORTS AND/OR TIMESHEETS

**NOTE: A NEW FORM IS REQUIRED WHEN SUBMITTING ANY DEPARTMENTAL CHANGES**

Effective Date \_\_\_\_\_

Department Name: \_\_\_\_\_ Organization # : \_\_\_\_\_ ( one org/form)

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

List below signatures of individuals authorized to approve Timesheets and/or Leave Reports.

The Department Head will be activated for electronic approval by the Payroll Office. Other authorized employees will need to be proxied by the Department Head for electronic approval.

Timesheets  
Leave Reports

\_\_\_\_\_  
Department Head (Printed Name) Required

\_\_\_\_\_  
Sam ID

\_\_\_\_\_  
Position #

\_\_\_\_\_  
Signature

Timesheets  
Leave Reports

\_\_\_\_\_  
Alternate Designee (Printed Name) Required

\_\_\_\_\_  
Sam ID

\_\_\_\_\_  
Position #

\_\_\_\_\_  
Signature

Timesheets  
Leave Reports

\_\_\_\_\_  
Alternate Designee (Printed Name) Required

\_\_\_\_\_  
Sam ID

\_\_\_\_\_  
Position #

\_\_\_\_\_  
Signature

Timesheets  
Leave Reports

\_\_\_\_\_  
Alternate Designee (Printed Name) Required

\_\_\_\_\_  
Sam ID

\_\_\_\_\_  
Position #

\_\_\_\_\_  
Signature

Timesheets  
Leave Reports

\_\_\_\_\_  
Alternate Designee (Printed Name) Required

\_\_\_\_\_  
Sam ID

\_\_\_\_\_  
Position #

\_\_\_\_\_  
Signature

**Specific Instructions (if any): Contact the Payroll Department if you require options not listed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use additional signature forms as needed

\*Hand or USPS mail delivery to our office is recommended as that we cannot guarantee the security of the information if emailed or faxed.\*

Email: payroll\_office@shsu.edu

Fax: 936-294-3611

Phone: 936-294-1273