



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

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|---|--------|------------|-----------|-----------------------------|
| Department Head (Printed Name) Required | Sam ID | Position # | Signature | Timesheets Leave Reports |
|---|--------|------------|-----------|-----------------------------|

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| Alternate Designee (Printed Name) Required | Sam ID | Position # | Signature | Timesheets Leave Reports |
|--|--------|------------|-----------|-----------------------------|

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| Alternate Designee (Printed Name) Required | Sam ID | Position # | Signature | Timesheets Leave Reports |
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|--|--------|------------|-----------|-----------------------------|
| Alternate Designee (Printed Name) Required | Sam ID | Position # | Signature | Timesheets Leave Reports |
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| Alternate Designee (Printed Name) Required | Sam ID | Position # | Signature | Timesheets Leave Reports |
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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