

ISU PAYROLL OFFICE
DEPARTMENTAL TIMEKEEPERS AUTHORIZATION FORM

The ISU Payroll Office will email Recap Time Sheets to the primary and secondary timekeepers in each department prior to the time-reporting due date for each payroll. Changes to the current timekeepers as listed on the most recent Recap Time Sheet should be made by completing the appropriate information below. The signature of the department head will indicate that he or she has reviewed the timekeepers listed and authorizes them to perform timekeeping duties for the associated payroll. Please return the completed form to the Payroll Office. Thank you.

Department Name _____

Banner Org Number _____
(e.g., 0550 for Payroll Office)

Printed or Typed Name

University ID (991#)

Primary Timekeeper – Monthly Payroll _____

Primary Timekeeper – Support Staff Payroll _____

Primary Timekeeper – Student Payroll _____

Backup Timekeeper – Monthly Payroll _____

Backup Timekeeper – Support Staff Payroll _____

Backup Timekeeper – Student Payroll _____

Department Head – Printed Name _____

Signature of Department Head
(required) _____

Date _____