

CERTIFICATE NO. 2 AUTHORIZATION TO RELEASE PAYROLL CHECKS

DATE

Release the Payroll Checks, Earnings/Deduction Statements and other Payroll reports for the biweekly Payroll period ending _____, 20__ or for the monthly Payroll period ending _____ 20__ .

I Certify:

- * That the biweekly employees "Daily Time Records" have been reviewed and approved. The summary totals have been correctly entered in SAP, (Info Type 0008, 0014, 0015), and the account numbers have been properly charged.
- * That the monthly vacation and temporary disability leaves have been documented and correctly entered in SAP (Info Type 0008, 0014, 0015).
- * That the on-line reports in SAP have been reviewed (Info Type 0008, 0014, 0015) and that employees receiving payment for services for the pay period will be correctly compensated.

Certifying Signature _____

Title _____

Org Unit _____

Org Unit _____
Authorized to be _____
Released: _____

Approval Stamp