

UMBC

An Honors University in Maryland

Department of Human Resources

University of Maryland, Baltimore County
1000 Hilltop Circle
Administration Building, 5th Floor
Baltimore, Maryland 21250

General Information: 410-455-2337
Fax: 410-455-1064
Voice/TTY: 410-455-3233
www.umbc.edu

Payroll Process Certification Form

I _____, am currently designated as the _____
Name Principal – Alternate

to _____ and as the _____
Prepare – Approve – Deliver Journals – Pick up – Reconcile and Principal – Alternate
Distribute

to _____ for _____
Prepare – Approve – Deliver Journals – Pick up – Reconcile and Department
Distribute

on the current Signature Authorization Form. I understand, that I can only be designated to perform one function during the same payroll cycle and if I prepare, approve and/or deliver journals in a pay cycle, I cannot pick-up or reconcile the checks/advices that result from that preparation, including checks to be voided or returned as unclaimed.

Signature

Date

Check Distribution Code