State of Nevada Department of Administration, DHRM, Central Payroll - Signature Authorization Form					
Home Org					
Agency Name			Ef	fective Date	
Name (Typed or Printed)	Signature	Month/Year of Last DHRM Payroll	Adjustment Sheet Form		Check Request
		Course *	Prepare Approve	Prepare Approve	Prepare Approv
Appointing Authority:					
Name (Typed or Printed) * NAC 284 504 requires employees who prepare payroll forms to attend DHRM training within six months of appointment. Contin		ontinued certification requ	uires hiennial attenda	Signature	I procedure class

^{*} NAC 284.504 requires employees who prepare payroll forms to attend DHRM training within six months of appointment. Continued certification requires biennial attendance at a DHRM payroll procedure class.

CPSA

7/2012