

## State of Nevada Department of Administration, DHRM, Central Payroll - Signature Authorization Form

Home Org


Agency Name

Effective Date

Name (Typed or Printed)	Signature	Month/Year of Last DHRM Payroll Course *	Spec. Pay/Time Adjustment Sheet		Leave Accrual Form		Hand Type Check Request	
			Prepare	Approve	Prepare	Approve	Prepare	Approve

Appointing Authority:

Name (Typed or Printed)

Title

Signature

\* 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.