



**DEPARTMENT OF PERSONNEL**  
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**<http://dop.nv.gov>**

**MEMO PERD #14-10**  
**March 15, 2010**

TO: Department Directors  
Agency Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Agency Payroll Clerks

FROM: Teresa Thienhaus, Director  
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: New Signature Authorization Forms

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Central Payroll and Central Records Sections have restructured the signature authorization form in order to address areas that need enhancement per the Department of Personnel's recent LCB audit. As a result, two separate forms have been created – one for Central Payroll for those preparing and approving payroll-related documents and one for Central Records for those preparing and approving personnel-related documents. **All agencies are required to submit these new forms by March 31, 2010.**

Enhancements are as follows:

- Signature authorization forms can be downloaded and printed from the Department of Personnel website (<http://dop.nv.gov/forms.html>). Agencies no longer need to request the form directly from the Department of Personnel as authorizations change.
- The Central Payroll Authorization form now includes "Prepare" and "Approve" columns to distinguish who is allowed to only prepare forms and who is allowed to sign off on forms.
- The Central Records Authorization form now includes an ESMT authorized signature column and an ESMT preparer only column.
- Summary of NAC 284.504 as a reminder that those preparing or approving forms must attend training and take a refresher course every two years.
- A column to indicate when the person authorized to prepare or approve forms has taken his/her last training per NAC 284.504 (Note: Employees can consult their NEATS Training Transcript if they are uncertain of the date of their last course. If the employee has not taken a course yet, the date of the course the employee is currently enrolled should

be listed. An updated form will not be required when employees attend continued certification).

- The Central Payroll form now includes authorizations for hand-type check requests.
- The form must now be signed off by the Appointing Authority of the Department or Agency (i.e. Director or Agency Administrator).

The following procedures will remain the same:

- Only original documents will be accepted (no copies, faxed forms, or scanned forms).
- If an addition or deletion on form occurs, an entirely new form needs to be submitted.
- When an updated form is submitted, it will supersede the prior form on file in Central Payroll or Central Records (Note: Agencies should keep a copy for their records).

It is important that agencies fill these forms out completely, especially the effective date. By doing so, confusion regarding who is authorized to sign documents will be avoided.

If you have any questions or concerns regarding the new form, please contact either your Central Payroll or Central Records representative.

Attachments

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

Home Org

Agency Name  Effective Date

Name (Typed or Printed)	Signature	Month/Year of Last DOP 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 DOP training within six months of appointment. Continued certification requires biennial attendance at a DOP payroll procedure class.  
CPSA

