




DEPARTMENT OF PERSONNEL
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MEMO PERD # 17-10
March 22, 2010

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel 

SUBJECT: Clarification to New Signature Authorization Forms – Central Records

On March 15, 2010 I released Memo PERD #14-10 regarding new signature authorization forms for Central Payroll and Central Records. There are several clarifications I would like to make regarding the new forms and the authorization process.

The Central Records Signature Authorization form (form CRSA) is used not only for auditing purposes at the Department of Personnel but also for internal control processes. Although an employee can be designated as both an authorized signature and preparer on the signature authorization form, the designated person cannot sign off as both the authorized signature and preparer on the actual document being processed. There must be two signatures on the document before submitting it to Central Records. If a designated person is preparing the document, entering the document into the system and signing as the authorized signature, there is no separation of duties, which is required by internal controls. Please note that if you have been submitting forms in this manner in the past, effective immediately Central Records will no longer accept documents without two signatures.

The Department of Personnel recognizes there are some smaller agencies that may need exceptions and the department will grant those agencies with an exception if requested. If you are an agency that feels it cannot operate under the two signature procedure, please submit your request in writing to Greg Weyland, Division Administrator for the Department of Personnel by no later than March 31, 2010.

There have also been some questions regarding Central Payroll and Records Certification training courses for those people authorized to prepare or approve forms. At this time, the priority is to ensure preparers have received certification per NAC 284.504. It is essential that these designees go through the mandated training (or recertification) if they have not done so yet. At this time we

will not be requiring those people who approve forms to attend classes. However, in the future they will be required to complete a supervisor's version of the training course when it is introduced and becomes available.

If you have any questions or concerns, please do not hesitate to contact Greg Weyland at 775-684-0102 or Cynthia Willden at 775-687-9088.