

**CALIFORNIA STATE UNIVERSITY, CHICO**

**ATTENDANCE CERTIFICATION STATEMENT**

**SECTION I:** Complete one (1) form for each authorized Attendance Report Form *Certifier*.  
**Indicate the pay period and list all Attendance Report agency and reporting units covered by the certification.** Send certification statements and related attendance reports to the Payroll Office by the prescribed deadline.

PAY PERIOD: \_\_\_\_\_ (MONTH/YEAR)

Unit	Unit	Unit	Unit

**SECTION II:** Complete this section only to add or delete individuals after the original certification was submitted. List the pay period month/year, name of each individual and whether they should be added or deleted.

PAY PERIOD: \_\_\_\_\_ (MONTH/YEAR)

Unit	Name	Action

**SECTION III:**

*I certify that the attached attendance records accurately reflect attendance, absences, and personnel actions of the employees listed on the attached reports.*

\_\_\_\_\_  
 Certifier Signature for Employee Attendance Date Signed

*I certify that the attached attendance record accurately reflects the attendance, absences, and personnel actions of the department head certifier.*

\_\_\_\_\_  
 Certifier Signature/Certifier's Attendance Date Signed  
 Required when 1st certifier is also listed on attendance

PREPARED BY (type or print): \_\_\_\_\_  
(name) (dept) (phone)