Why must Master Payroll Attendance be certified?

- The Master Payroll Certification process complies with the State Administrative Manual requiring state agencies to maintain records of certification or approval for each salaried employee during each pay period. These records must be approved by authorized department Certifiers, which indicates fiscal responsibility by the department budget for this payroll activity.
- It is also an audit required by the State Controller’s Office (SCO) and campus policy that was created to ensure that the payroll warrants should be released. It is a check and balance to ensure that the master payroll warrants (paychecks) being released by the Payroll Office are appropriate and consistent with all current rules and regulations. The Payroll Office processes pay for the entire campus and the certification process ensures that department heads are aware of the warrants being released each pay period in their respective areas.

What is Master Payroll Attendance Certification?

- Attendance Certification is not the certification of absences or other leave time. It is certification of employee eligibility to receive a master payroll warrant (paycheck).
- Department heads are required to certify, by signature, that the Attendance Certification Report(s) correctly reflects attendance and personnel actions for their employees.
  - At the end of each pay period, a certification is performed by each department to ensure that the correct payroll warrants (paychecks) are being generated for the pay period in their respective areas.
  - The Attendance Certification Statement is a summary page that is attached to the appropriate Attendance Certification Report(s).
- Employees cannot certify their own attendance (exceptions may be allowed for the President, Provost, and Vice Presidents).
  - When a department head or manager is listed on the same attendance record as his or her employees, a second signature is required by the appropriate administrator to certify the department head or manager's attendance record.

Who is responsible for what?

- Master Payroll Attendance Clerks are responsible for providing accurate time and attendance records to the Payroll Office in accordance with attendance procedures by scheduled due dates.
  - Duties include recording personnel actions on attendance reports, obtaining certifier’s signature, and performing as a liaison between the Payroll Office and employees or department heads to correct or clarify attendance records.
  - A helpful tool is available for attendance clerks with the considerations of the Attendance Certification Reports by pay period.
- Department heads (“Certifiers”) to certify, by signature, that the Attendance Certification Report correctly reflects attendance and personnel actions of their employees.
  - Employees cannot sign their own attendance reports (exceptions may be allowed for the President, Provost, and Vice Presidents).
- Signatory Responsibilities and form for Payroll Signature authority is available and are reauthorized on an annual basis.

When is Attendance Certification Due?

- Master Payroll Certification Attendance is due to Payroll by 4:00pm on the last day of the pay period.
- Attendance Certification report(s) and Attendance Certification Statement(s) may be prepared several days prior to the end of the pay period and prepared for the certifier to sign and return to the Payroll Office by the deadline.
- Payroll due dates can be found on the Campus Event Calendar.