



THE NAVAJO NATION, P.O.BOX 3150, WINDOW ROCK, ARIZONA 86515 (928) 871-6398

OFFICE OF THE CONTROLLER, PAYROLL SECTION
Payroll Signature Authorization
For Timesheets & Back Pay Forms
Fiscal Year 2021

Dept Number, Department Name, Department Address, Department Physical Address, Fax Number

Provide two telephone numbers: (No Answering Machine Numbers), (Primary Telephone Number), (Alternate Telephone Number)

Please provide sample of signatures of the employees who have the authorization to prepare or approve the department's bi-weekly payroll timesheets and back pay forms.

Primary Timekeeper's Name & Title, Primary Timekeeper's Signature, Primary Timekeeper's AB Number, Primary Timekeeper's Email Address (Navajo Nation Only)

Alternate Timekeeper's Name and Title, Alternate Timekeeper's Signature, Alternate Timekeeper's AB Number, Alternate Timekeeper's Email Address (Navajo Nation Only)

Approver Department Director's Name and Title, Approver Department Director's Signature, Approver Department Director's AB Number, Approver Department Director's Email Address (Navajo Nation Only)

- Note: By preparing/reviewing/approving your department's payroll timesheets, the employee designated above are not authorized to pick up department payroll checks from the Office of the Controller Cashier's Office. Only the designated timekeeper will make corrections or adjustments on the timesheet and/or back pay form. Timekeepers are not allowed to make changes on their hours. If the approver's name appears on the department timesheet, then his/her supervisor needs to approve the approver's hours. Variations of this form will not be accepted.

DIVISION DIRECTOR'S APPROVAL OF THE DESIGNATED INDIVIDUALS:

Approver Division/Executive Director Name and Title, Approver Division/Executive Director's Signature, Approver Division/Executive Director's AB Number, Approver Division/Executive Director's Email Address (Navajo Nation Only)

Note: When the Department Director is on leave, please have the payroll timesheets/back pay forms approved by the Division Director. If both are not available, attach a delegation of the individual that is approving the timesheet/back pay form. Division Directors are required to have their hours approved by the Office of the President/Vice President.