



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 2020**

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.