



STUDENT EMPLOYMENT ADD/CHANGE OF AUTHORIZED SIGNATURE FORM

This form advises Student Employment of any changes in supervisory personnel from your department or site. In an effort to assure that paperwork is signed by authorized personnel in your department/site, please mark all that apply and complete the information supporting the change only and return it to the Student Employment Office. A separate form must be completed for each designee if more than one is needed for the same department/site.

If you have any questions or concerns, you may contact Micaela Murphy at (951) 571-6294.

Academic Year

<input type="checkbox"/> Add Designated Authorization <input type="checkbox"/> Add Temporary/Emergency Authorization <input type="checkbox"/> Add Approval Signature Checking either box will advise us of additional persons authorized to approve and sign student employment paperwork	<input type="checkbox"/> Change Designated Authorization <input type="checkbox"/> Change Temporary/Emergency Authorization <input type="checkbox"/> Change Approval Signature Checking either box will advise us to replace persons authorized to approve and sign student employment paperwork
---	---

Name of Department/Site

Date of Authorization

Designated Authorization

The following person is authorized to approve and sign paperwork on a **regular basis**.

Name of Designee (Please type)

Signature of Designee

Temporary/Emergency Authorization

In the event of an emergency and the above designee and the approval signer are not available for signature, the following person is authorized to approve and sign paperwork **as an alternate**.

Name of Designee (Please type)

Signature of Designee

Approval Signature

By signing below, I authorize the persons above to approve and sign paperwork necessary in employing students in my department or worksite.

Name of Dean, Director, Manager, (Please type)
Principal, Asst. Principal, Dept. Head.

Signature of Dean, Director, Manager,
Principal, Asst. Principal, Dept. Head.