



## STUDENT EMPLOYMENT 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 Student Employment at (951) 372-7190

Academic Year 20\_\_/20\_\_

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