



Sam Houston State University

A Member of The Texas State University System
Box 2095 -Payroll Office
Huntsville, TX 77341-2095

AUTHORIZATION TO APPROVE LEAVE REPORTS AND/OR TIMESHEETS

NOTE: A NEW FORM IS REQUIRED WHEN SUBMITTING ANY DEPARTMENTAL CHANGES

Effective Date _____

Department Name: _____ Organization _____ (one or more)

Contact Name: _____ Contact Phone _____

List below signatures of individuals authorized to approve Timesheets and/or Leave Reports

The Department Head will be activated for electronic approval by the Payroll Office. Other authorized employees will need to be proxied by the Department Head for electronic approval.

Timesheets
Leave Reports
