



# 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

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