



Human Resources

Borough of Manhattan Community College  
The City University of New York  
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TO: President, Vice Presidents, Deans, Chairpersons and Directors

FROM: Gloria Chao 

DATE: July 24, 2008

RE: Authorized Signatures to approve regular Time and Leave Records

The office of Human Resources is in the process of updating our roster of authorized signatures for Time and Leave records. Please provide us with the appropriate information below and return the form to our office on or before September 5, 2008.

A sample entry has been provided for your reference.

**Department/Office:** Environmental Studies  
**(Signature)** \_\_\_\_\_  
**(Print Name)** Jane Doe  
**(Title)** Chairperson

**Department/Office:** \_\_\_\_\_

1. Authorized signature for **Instructional Staff Teaching/Non-Teaching:**

(Signature) 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 (Print Name) \_\_\_\_\_  
 (Title) \_\_\_\_\_

2. Authorized signature for **Full Time Civil Services Employees:**

(Signature) 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 (Print Name) \_\_\_\_\_  
 (Title) \_\_\_\_\_

3. Authorized signature for **Hourly Staff, such as College Assistants/Tutors/Student Aides, Custodian and CSA:**

(Signature) 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
 (Print Name) \_\_\_\_\_  
 (Title) \_\_\_\_\_