

Instructions for Signing Authority for Employee Dataforms

The purpose of the form, "Signing Authority for Employee Dataforms ", is to facilitate the delegation of signing authority from the Dean or Chair/Director (where appropriate) to an individual (the delegate). This will facilitate the effective management of human resources, both internally within a department and in Human Resources.

The following are brief instructions for filling out each section of the form. Please ensure that black or blue ink is used for the signatures as the completed form will be scanned into an electronic database.

Effective Date:

Please enter the date when the delegation of authority comes into effect.

Current, New, Delete Authority:

Please indicate if the delegation is for the current incumbent, is a new delegate or if a delegate should be deleted.

* If the delegate is to be deleted, no signature is required.

Department Information:

Please fill in the Department Name and number. Multiple departments can appear on one form.

Dean/Chair/Director Authorization:

Please provide the Dean, Director or Chair's Name, Employee Number and Position/Title.

The Dean/Chair/Director must sign and date the form where indicated.

Please ensure the signature falls within the box provided.

Delegation of Authority:

Please fill in the name, employee number and department number of the individual to whom authority is being delegated.

* If a Delegate is being deleted, no signature is required.

The Delegate must sign and date the form where indicated.

Please ensure that the signature falls within the box provided.

Routing Instructions:

Please return the completed form to Susan Thompson Human Resources at sbthomp@uoguelph.ca