3-02/230.00 - Employee's Signature on Payroll Documents

Employees shall print and/or sign all time documents, where they have reported time, in order to certify the time reported is correct.

If the employee is absent and unable to sign, they shall sign a photocopy/scan of the document upon their return to work.

Information recorded on payroll documents shall be made via Department-approved digital signature or in permanent ink, and shall not contain corrections made with any type of error masking application (e.g., liquid correction fluid, “white-out,” correction tape, etc.). Corrections shall be made by Department-approved digital signature or in permanent ink; with a single line through the error and the initials of the person making corrections.