



DELEGATION OF SIGNATURE AUTHORITY FOR FINANCIAL AND ADMINISTRATIVE TRANSACTIONS

Scope: All campuses served by Louisiana State University (LSU) Finance and Administration

Effective: December 1, 2010 revised July 1, 2016

Purpose: Electronic approval is the equivalent of a hand-written signature. For security purposes, each individual with electronic approval authority must identify himself or herself to the computer with a unique logon/password combination. In consideration of the fact that a logon/password combination identifies the individual who approves a document electronically, great care must be taken by each employee to guard his/her password. An employee may not permit anyone else to know his/her password. The violation of this policy constitutes a serious offense against the University.

Signature authority can be granted by the President, Vice Presidents, Chancellors, Executive Directors, Deans, Directors, Department Heads and other administrative officials for financial and/or administrative matters which are directly under their supervision. To provide for the efficient operation of colleges, schools, departments and other budgetary units, signature authority may be delegated to other employees (delegates) via the Manage Delegations task in Workday. In the event there is a financial loss to the University due to failure of the delegator to monitor the approvals of the delegate, disciplinary measures will be taken that may include reprimand, suspension, demotion or dismissal. FASOP: AS-16 does not apply to employee signature authority for agreements, contracts or other documents.

Definitions:

Term	Definition
Cost Center	A unit within an organization to which costs are charged. This is generally the level at which budgets are created and managed and typically is used to house people and their associated costs
Cost Center Manager	Role within Workday defined as the employee with primary fiscal authority for the Cost Center
HR Specialist	Employee assigned the Workday roles HR Analyst, Recruiting Coordinator and/or Academic Partner
Manager	Role within Workday defined as the immediate supervisor of the worker
Peer	Employee in a position of similar responsibility
Worker	Role within Workday defined as the employee

Procedures: To set up delegation within Workday, the employee must initiate the delegation request via the Manage Delegations task. Employees have the opportunity to delegate the initiation of certain tasks as well as the ability for the delegate to take action on items that are routed to the delegator's Workday inbox. All delegation requests require a beginning and end date. While delegation is most often used for out of the office situations, it is recommended that employees not assign an

end date to the delegation longer than 1 year out or as of July 31 – whichever period is shorter. All delegation requests submitted will route to the Manager for approval. Delegations must be reviewed for appropriateness and resubmitted annually.

The delegator will be required to acknowledge that the assigned delegate is qualified to act on their behalf and that he/she remains responsible for all actions taken by the delegate on their behalf. The delegate will be required to acknowledge the responsibility and accept delegation.

Functional Area	Workday Business Process (BP)	Delegate	Delegator	Approved by	Duration
Expenses	Spend Authorization Expense Report	Employee with Travel or LaCarte responsibility for the department	Employee	Manager	One year
FIN and HCM	FIN and HCM delegation enabled BPs	Authorized Agent	Pres, VP, D, D, DH	Manager	One year
FIN	FIN delegation enabled BPs	Peer	Cost Center Manager	Manager	Short periods of time off
FIN	FIN delegation enabled BPs	Peer	Employee	Manager	Short periods of time off
HCM	Time Time Off	Peer	Manager	Manager	Short periods of time off
HCM	HCM delegation enabled BPs	HR Specialist	HR Specialist	Manager	Short periods of time off
HCM	Effort Certification	Individual with first-hand knowledge of an employee's time and effort	Employee	Manager	One year

A. The President, Vice Presidents, Chancellors, Executive Directors, Deans, Directors, Department Heads and other administrative officials may delegate their signature authority to an employee (e.g. Administrative Coordinator or Administrative Assistant, Coordinator, Assistant to Dean, Business Manager) whose job requirements or position allows him/her to have first-hand knowledge of the financial and/or administrative information (e.g. payroll, purchasing, etc.) The individual to whom authority is delegated must be properly qualified by means of possessing the proper skill sets and on-going training. The employee to whom authority has been delegated cannot delegate further. While the authority to sign documents on behalf of the Dean, Director, Department Head or other administrative official may be delegated, the delegation of signature authority does not relieve the Dean, Director, Department Head or administrative official of their responsibility and accountability for financial and/or administrative matters under their control.

B. Workday employee-as-self transactions related to Personal Information should not be delegated. This information is very personal to the employee.

Effort Certification should only be delegated to individuals having first-hand knowledge of an employee's time and effort. The delegate will also certify that the employee's costing allocation accurately reflects their effort.