
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 | Cannot be delegated | | | |

- 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.
- C. Effort Certification cannot be delegated to another employee. This monthly process requires the employee to certify that any time off/leave has been reported and that costing allocations reflect the employees work for the given period.