

ROCKLAND COUNTY DEPARTMENT OF PERSONNEL

DELEGATION OF AUTHORITY FORM

Jurisdiction Name: Please note: The Appointing Authority is required to sign this form one time at a submit Personnel Transactions to the R. C. Department of Personnel 1. 2. 3. Print Name Signature Title II. Authorized to sign and/or submit Personnel Documents: (i.e., Certification of Eligibles lists, Job Classification Questionnaires – P.O.27s) to the R.C. Department of Personnel: 1. 2. 3. Print Name Signature Title III. Authorized to prepare and/or submit Payroll Certifications to the R.C. Department of Person (Name should appear on the Payroll Certification Checklist when submitted). 1.	at the bottom.
I. Authorized to create & submit Personnel Transactions to the R. C. Department of Personnel 1	at the bottom.
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2	l's portal:
3. Print Name Signature Title II. Authorized to sign and/or submit Personnel Documents: (i.e., Certification of Eligibles lists, Job Classification Questionnaires – P.O.27s) to the R.C. Department of Personnel: 1	
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2	
Print Name Signature Title	
Fiscal Officer Authorized to approve annual/Bi-weekly Payroll Certification submitted to th Personnel:	ne R. C. Department of
1 Print Name Signature Title	
The authorizations indicated on this form will remain in effect unless there are further changes r designated above at which time a new Delegation of Authority Form must be submitted.	made to the Personnel
Print Name Appointing Authority Signature Title	