

# PAYROLL CERTIFICATION

to the  
COUNTY OF TOMPKINS

FROM: \_\_\_\_\_  
Town, Village, School District or Special District.

FOR THE PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_

#	Hourly or Annual Salary	Employee Name	Title of the Position Held	FT/PT	Retirement Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

<b>CERTIFICATION OF THE DEPARTMENT HEAD</b>	<b>CERTIFICATION OF THE TOMPKINS COUNTY COMMISSIONER OF PERSONNEL</b>
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<p>I HEREBY CERTIFY that the persons named in this payroll certification are employed solely in and have actually performed the proper duties of the positions and employment indicated and are members of an appropriate retirement system when mandated by the Retirement and Social Security Law, and that the persons described herein as "laborers" are employed at ordinary unskilled labor only.</p> <p>Said payroll for the payroll period of _____ is approved at _____ dollars, \$ _____, and is certified for payment from the appropriations authorized; and that the persons named herein, except those appointed and employed as laborers, have taken and filed the Constitutional Oath in accordance with the provisions of Chapter 573, Laws of 1917.</p> <p>SIGNATURE _____</p> <p>TITLE _____</p> <p>DATE _____</p>	<p>I HEREBY CERTIFY that, with the exceptions shown, the employees named in this payroll certification, containing _____ names, have been appointed to or employed in the positions, places, and at the rates of compensation shown, in accordance with the civil service law and the rules made in pursuance thereof, and are certified through _____ unless otherwise noted. But when any person whose name appears on the certification has been separated from the service or if status changes in any way, this certificate shall apply to that person only up to the time such separation or change occurred.</p> <p>SIGNATURE _____</p> <p>TITLE _____</p> <p>DATE _____</p>
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<b>WITH THE FOLLOWING EXCEPTIONS:</b>	<b>WITH THE FOLLOWING EXCEPTIONS:</b>
1.	1.
2.	2.
3.	3.

**ALL CHANGES IN SALARY MUST BE ACCOMPANIED BY LEGISLATIVE AUTHORIZATION**  
e.g., Board Resolution, Copy of Contractual Agreement, or a Certified Copy of the Budget

