



NEVADA AFFORDABLE HOUSING
ASSISTANCE CORPORATION

Authorization Matrix - Human Resource / Payroll

Action	Manager/ Supervisor	HR/ADP	Controller	Executive Director/ CEO	President/ Chairman	Board of Directors
Payroll						
Approval/ Review			X	X		
Submission/Release		X				
Human Resources						
New Position Approval				X	X	X (Majority)
Hiring of Existing Position				X	X	
Restructuring (changing scope of work & job titles)		X		X	X	
Org Chart Approval				X	X	
Promotion Approval		X		X	X	
Pay Changes (any change)		X		X	X	X (Majority)
Edit/Write Access to Salary and Confidential Personal Information in ADP system		X	X			
Read Only Access to Salary and Confidential Personal Information in ADP system	X					
Overtime Request Approval				X	X	
Involuntary Termination				X	X	
Leave Requests				X		
Severance Pay				X		X (Majority)

More than one "X" means approval needed from all positions prior to any action being taken
All expenses need to be backed by an executed Purchase Order and/or Work Order

When there is a conflict and/or authorizations effect the person(s) holding the position, then the approval of the CEO/Executive Director along with the Chairperson of the Board will be sufficient and override all other approvals, except where Board approval is required in which case approval of the CEO/Executive Director, Chairperson of the Board and a Majority of the Board is required.

When there is a conflict and/or authorizations effect the person holding the position of CEO/Executive Director, the approval of Chairperson of the Board will be sufficient and override all other approvals, except where Board approval is required in which case approval of the Chairperson of the Board and a Majority of the Board is required.