

STUDENT WORK-STUDY VOUCHER

Complete All Information in Ink, or Type

Section A

Office to complete items 1-4.

For payroll use only

Position Number

1. Pay Period: Month _____ Year _____
2. Office/Dept. _____
3. Supervisor's Name (printed) _____
4. I certify that I have personal knowledge of the correctness of the hours worked as stated below.
Supervisor's Approving Signature _____
Approved _____

Section B

All corrections to be initialed by supervisor.

Date	Time In	Time Out	Whole Hours	10ths	Date	Time In	Time Out	Whole Hours	10ths	Date	Time In	Time Out	Whole Hours	10ths
1					12					22				
2					13					23				
3					14					24				
4					15					25				
5					16					26				
6					17					27				
7					18					28				
8					19					29				
9					20					30				
10					21					31				
11														

Total hours for pay period × \$ _____ = _____
Rate of pay Gross pay

Section C

Student to complete all items in black ink.

Are you submitting more than one voucher for this month? Yes _____ No _____

Social Security Number _____ Student ID _____

Date of Birth _____ Student Email _____

Student Signature _____ Local Phone Number _____

I certify that hours shown are correct.

PRINT

Name: _____
Last First Middle I.

Information

Student employees must complete the Employment Eligibility Verification and the CSU Student Payroll Action Request (SPAR) forms at the Payroll Office, Joyal Administration Building, Room 249, before pay can be processed in Sacramento.

1. Students awarded Federal Work-Study (FWS) may work only during the term(s) awarded; semester breaks are excluded. Students may work a maximum of 20 FWS hours per week.
2. A separate voucher must be prepared for each pay period worked, each different hourly pay rate and each office/department worked for.
3. Pay period timelines: Check with your employer concerning deadlines for submitting your voucher. Vouchers submitted after established deadlines will result in delayed pay.
4. Hour Breakdown: Enter time on the voucher in whole hours and 10^{ths}; do not use fractions. For example: 2-1/2 hours worked is logged on the voucher as 2.5 hours.

<u>Minutes</u>	<u>10^{ths}</u>	<u>Minutes</u>	<u>10^{ths}</u>
5	1	35	6
10	2	40	7
15	3	45	8
20	3	50	8
25	4	55	9
30	5		

5. Payday for student employees is the 15th of the month following each pay period worked. Warrants/checks are available for pick-up at the Cashier Window in the Joyal Administration Building, after 10:00 a.m. If the 15th falls on a weekend, warrants/checks will be available on the following Monday.
 - a) The Payroll Office does not issue pay advances on checks yet to be issued.
 - b) If you must have your check mailed, complete a Warrant Mailing form (available in the Payroll Office).
6. After January 15th of the following year, a W-2 and Statement of Earnings will be mailed to the address the student has on file with the Payroll Office.
7. Justification for change in rate of pay during the school year (to be completed by the department):
