



Human Resources
Payroll and Benefits

STUDENT ASSISTANT, INSTRUCTIONAL STUDENT ASST.
and HOURLY INTERMITTENT PAYROLL VOUCHER

Pay Period:

Blank grey box for Pay Period entry

EMPLOYEE INFORMATION: All fields must be completed.

Form with fields for Last Name, First Name, M.I., Employee ID, Record Number, Job Code, Payroll Unit Number, HR Department Name, and HR Department Number.

INSTRUCTIONS: Please refer to the Student Employee, Intermittent/Hourly Payroll Calendar for the pay period beginning and ending dates. Hours are to be recorded each day they work and should be reported in whole hours and 10ths only.

CONVERSION CHART table with columns: Minutes =, Tenths, Minutes =, Tenths. Values range from 1-6 to 25-30.

NOTE: Students must not work more than 6 hours without a break. Please refer to the Student Employment Guide for additional employment resources regarding student employees.

If employees want to have their pay warrant mailed, please verify that there is a self-addressed, postage paid envelope attached to the voucher. Envelopes provided without postage will not be used.

DISTRIBUTION OF LABOR COST OVERRIDE table with columns: Finance Dept. ID, Fund, Account, Program, Project/Grant, Class, Hours to be Applied. Includes a Total row.

Main hours tracking table with columns: Date, Hour In, Hour Out, Total Hrs. Grid covers dates 1-31.

Small box labeled 'Total Hours' for reporting total hours.

I certify that I worked the hours recorded on this voucher and that I am currently enrolled as a Student at SSU.

I authorize the hours worked by this student and certify that they are correct.

Employee Signature Date

Signature of Immediate Supervisor Campus #

Signature of Appropriate Administrator Date