

HOURLY EMPLOYEE PAYROLL VOUCHER

Includes All Student, Intermittent Staff, and Hourly Special Consultants

Pay Period:

EMPLOYEE INFORMATION: All fields must be completed.

Last Name:		First Name:		M.I.
Employee ID:	Record Number:	Job Code:	Payroll Unit Number:	
HR Department Name:		HR Department Number:		

INSTRUCTIONS: Please refer to the Student Employee, Intermittent/Hourly, & Special Consultant 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. Use the chart to the right for conversion. Hours worked on a weekend or holiday must be initiated by the supervisor. Student assistants are not eligible for overtime or holiday compensation.

CONVERSION CHART			
Minutes =	Tenths	Minutes =	Tenths
1 - 6	0.1	31 - 36	0.6
7 - 12	0.2	37 - 42	0.7
13 - 18	0.3	43 - 48	0.8
19 - 24	0.4	49 - 54	0.9
25 - 30	0.5	55 - 60	1.0

NOTE: Employees **must not** work more than 6 hours without a break.

If employees want to have their pay warrant mailed, please contact Payroll and Benefits directly.

DISTRIBUTION OF LABOR COST OVERRIDE						
NOTE: To be used <u>ONLY</u> when funding source for the pay period is different than the department default.						
Finance Dept. ID	Fund	Account	Program	Project/Grant	Class	Hours to be Applied
Total must match hours worked in the pay period.						Total:

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

I certify that I worked the hours reported above.

I certify that the hours reported above are authorized and correct.

Total Hours

Signature of Immediate Supervisor

Campus #

Employee Signature

Date _____

Signature of Appropriate Administrator

Date _____