

Student Name: \_\_\_\_\_

Fresno State Student ID#: \_\_\_\_\_

Month: _____ Year: _____			Check One				
Dates	HRS	10ths	Event Name	Rec.	Event Staff	Box Office	Office
31				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Total Hours				

Supervisor Approved Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Approved Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Information

1. 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.
2. 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.
3. A separate voucher must be prepared for each pay period worked, each different hourly pay rate and each office/department worked for.
4. Pay period timelines: Check with your employer concerning deadlines for submitting your voucher. Vouchers submitted after established deadlines will result in delayed pay.
5. Payday for student employees is the 16<sup>th</sup> of the month following each pay period worked. Warrants/checks are available for pick-up at the Cashier's Window in the Joyal Administration Building, after 10:00 a.m. If the 16<sup>th</sup> 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 15<sup>th</sup> 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):

5. Hour Breakdown: Enter time on the voucher in whole hours and 10<sup>ths</sup>; do not use fractions. For example: 2-1/2 hours worked is logged on the voucher as 2.5 hours.

Minutes	10ths	Minutes	10ths
5	1	35	6
10	2	40	7
15	3	45	8
20	3	50	8
25	4	55	9
30	5		

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10	2	40	7
15	3	45	8
20	3	50	8
25	4	55	9
30	5		

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