**STUDENT ASSISTANT ATTENDANCE VOUCHER**

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| **NAME (Print):**  | **Employee ID#:** | **DEPARTMENT NAME AND #:**      | **SUPERVISOR NAME:** | **HOURLY RATE:**  |

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| ***Small Day Box: enter the calendar day Week Day Box: enter the Total hours worked for each day*** |

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| **PAY PERIOD** [ ]  Federal Work Study Student Asst. (1871/1872) [ ]  Student Assistant (1870) [ ]  Non-Resident Student Asst. (1868) **MONTH/YEAR:**      [ ]  Federal Work Study Bridge Student Asst. (1875/1876) [ ]  Bridge Student Assistant (1874) [ ]  Instructional Student Assistant (1150)  |

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| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **WEEKLY TOTAL** | **Report Fraction of Hours as Tenths** |
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| 1 – 6 | 0.1 |
| 7 - 12 | 0.2 |
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      |  | 13 – 18  | 0.3 |
| 19 - 24 | 0.4 |
| 25 – 30  | 0.5 |
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      |  | 31 – 36 | 0.6 |
| 37 – 42 | 0.7 |
| 43 – 48 | 0.8 |
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| 55 – 60 | 1 |
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***I CERTIFY THAT ALL THE HOURS REPORTED ABOVE ARE TRUE AND CORRECT.***

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Student Employee Signature Date Supervisor Signature Date

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| **٭Student assistants may work up to, but not in excess of 20 hours per week when school *IS* in session.****٭Student assistants may work up to a maximum of 40 hours per week when school is *NOT* in session,** **But *SHALL NOT* be scheduled to work overtime.** |  | **FOR PAYROLL SERVICES USE ONLY** |
|  **Position #:** |
|  **SSN #**  |