**STUDENT ASSISTANT ATTENDANCE VOUCHER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUNDAY** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **WEEKLY TOTAL** | **Report Fraction of Hours as Tenths** | |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |  | **Minutes** | **Tenths** |
| 1 – 6 | 0.1 |
| 7 - 12 | 0.2 |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |  | 13 – 18 | 0.3 |
| 19 - 24 | 0.4 |
| 25 – 30 | 0.5 |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |  | 31 – 36 | 0.6 |
| 37 – 42 | 0.7 |
| 43 – 48 | 0.8 |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |  | 49 – 54 | 0.9 |
| 55 – 60 | 1 |
|  |  |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |  | **TOTAL HOURS** | |

***I CERTIFY THAT ALL THE HOURS REPORTED ABOVE ARE TRUE AND CORRECT.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

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 #** |