

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

PAY PERIOD	<input type="checkbox"/> Federal Work Study Student Asst. (1871/1872)	<input type="checkbox"/> Student Assistant (1870)	<input type="checkbox"/> Non-Resident Student Asst. (1868)
MONTH/YEAR:	<input type="checkbox"/> Federal Work Study Bridge Student Asst. (1875/1876)	<input type="checkbox"/> Bridge Student Assistant (1874)	<input type="checkbox"/> Instructional Student Assistant (1150)

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

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

Student Employee Signature

Date

Supervisor Signature

Date

*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 #