

## Student Assistant Voucher Instructions

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### Section A

1. Fill in Pay Period Month and year.
2. 5-digit ORGID = PeopleSoft department number
3. Fill in Employee ID and Record Number.
4. Fill in department name, unit, contact, and e-mail.
5. Fill in chartfield (Fund-Org-Class-Account). Hours worked will be charged to this chartfield.
6. Obtain approvals for supervisor and manager.

### Section B

1. Fill in hours worked in calendar section of the form.
2. Total HRS = Sum of total hours worked
3. Fill in rate of pay.
4. Gross pay = Total HRS x Rate of Pay

### Section C

1. Student should check the box, if the student is enrolled during summer session and working as a Student Assistant (class code 1870)
2. Students are required to enter department name and hours worked for all concurrent jobs worked in the same month.
3. Fill in date of birth.
4. Sign on the line to certify that hours reported are correct.
5. Fill in local phone number.
6. Print name.