



Student Assistant Voucher (for paying classes 1870, 1874, 1868 & 0100)

Section A

Pay Period	Month:		Year:	
5-digit ORGID				
EMPLOYEE identifiers	EMPLID:		RECORD #:	
Chartfield identifier	----- - ----- - -----			
Supervisor Approval:				
Departmental Approval:				
Department Use:				

Section B

DATE	HRS.	10THS	DATE	HRS.	10THS	DATE	HRS.	10THS	DATE	HRS.	10THS
31			8			16			24		
1			9			17			25		
2			10			18			26		
3			11			19			27		
4			12			20			28		
5			13			21			29		
6			14			22			30		
7			15			23			31		
									1		
Total Hours			X	Rate of Pay			=	Gross Pay			

Student to complete all items:

Check the box below if you are working during the months of June and July as a Student Assistant, but also enrolled in summer sessions. If you are enrolled in summer sessions, you are limited to 20 hours per week.

I CERTIFY THAT I AM ENROLLED IN A SUMMER SESSION AND THEREFORE QUALIFY TO BE PAID IN AN 1870 (STUDENT ASSISTANT) PAY CLASS WHICH IS EXEMPT FROM FICA (Medicare Tax).

Section C

Students are **required** to enter department name & hrs worked for all concurrent jobs worked in the same month:
 _____ (Department) _____ (hrs.)

Date of Birth: _____

Student Signature: _____
 I hereby certify that hours shown are correct _____ Local Phone No. _____

PLEASE PRINT:

Name: _____
 Last First Middle I.