

Information

1. Student employees must complete the Employment Eligibility Verification and the CSU Student Payroll Action Request (SPAR) forms at the Payroll Office, Joyal Administration Building, Room 249, before pay can be processed in Sacramento.
2. Student awarded Federal Work-Study (FWS) may work only during the term(s) awarded; semester breaks are excluded. Students may work a maximum of 20 FWS hours per week.
3. A separate voucher must be prepared for each pay period worked, each different hourly pay rate and each office/department worked for.
4. Pay period timelines: Check with your employer concerning deadlines for submitting your voucher. Vouchers submitted after established deadlines will result in delayed pay.
5. Hour Breakdown: Enter time on the voucher in whole hours and 10^{ths}; do not use fractions. For example: 2-1/2 hours worked is logged on the voucher as 2.5 hours.
6. Payday for student employees is the 15th of the month following each pay period worked. Warrants/checks are available for pick-up at the Cashier Window in the Joyal Administration Building, after 10:00 a.m. If the 15th falls on a weekend, warrants/checks will be available on the following Monday.
 - a) The Payroll Office does not issue pay advances on checks yet to be issued.
 - b) If you must have your check mailed, complete a Warrant Mailing form (available in the Payroll Office).
7. After January 15th of the following year, a W-2 and Statement of Earnings will be mailed to the address the student has on file with the Payroll Office.
8. Justification for change in rate of pay during the school year(to be completed by the department):

<u>Minutes</u>	<u>10^{ths}</u>	<u>Minutes</u>	<u>10^{ths}</u>
5	1	35	6
10	2	40	7
15	3	45	8
20	3	50	8
25	4	55	9
30	5		