



STUDENT TIME VOUCHER

Social Security Number		Permanent File Number		Name <i>First</i>		<i>M.I.</i>		<i>Last</i>	
Agency	Reporting Unit	Class Code	Serial No.	Rate of Pay \$	Total Time Worked	Pay Period	Gross Pay \$		

Instructions: Check one Work-Study Student Student Assistant
 All time vouchers must be typewritten. A late time voucher or a voucher with missing information will cause a delay in the student's pay. Attach this completed, signed voucher to the Attendance Report (CD048).
Work-Study: Forward white and canary copies to the Center for Student Financial Services
Student Assistant: Forward white copy to the University Payroll Office.

	Time In	Time Out	Hours	Time In	Time Out	Hours	Total Daily Hours	
							Hours	Tenths
Month:								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Month:								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Student Employee's Certification

<p>I certify that as a Work-Study employee, I:</p> <ol style="list-style-type: none"> Was enrolled as at least a half-time student during the above pay period. Did not work hours in excess of the weekly amount authorized by the Center for Student Financial Services. I understand that falsification of this time voucher will result in the immediate collection by the University of all unauthorized funds paid. 	<p>I certify that as a Student Assistant, I:</p> <ol style="list-style-type: none"> Did not work in excess of twenty (20) hours per week while attending classes or forty (40) hours per week during an academic recess period. Did not work in excess of 100 hours in a 21 or 22 day pay period.
--	--

Student Signature	Date
-------------------	------

Supervisor's Certification

<p>I Certify that this Work-Study student's time sheet is a true statement of the hours worked and that the work assigned has been performed in a satisfactory manner. No payment for any unrecorded hours will be processed via other Payroll means without coordination with the Center for Student Financial Services.</p>	<p>I certify that this Student Assistant's work schedule did not exceed the allowable twenty (20) hours during periods in which classes were in session, or that the student's hours did not exceed 100 hours in a 21 or 22 day pay period.</p>
--	--

Name of Department (or Agency if other than Cal State L.A.)	Signature of Project Supervisor	Date	TOTAL ◊
---	---------------------------------	------	----------------