

1. Receive all completed Student Time Vouchers from the student assistant's supervisor, record the hours worked on the student payroll form, and submit all required paperwork to the Payroll office by the due date.
2. Ensure that time recorded does not exceed the maximum allowed during a specified work period.

D. Dispatchers will:

1. Accept all student assistant sick calls, complete a department Time Report for each call and make appropriate station log entries.
2. Record student assistant late arrivals and early departures on a memorandum to the respective supervisor and make appropriate station log entries.

V. APPENDICES:

- A. Student Time Voucher form F-SE48.
- B. Student Time Card (3577).

STUDENT TIME VOUCHER

| | | | | | | |
|---|-------------|-------------------|----------|-----------|-------|-------------------|
| Name | | First | M.I. | Last | | |
| Serial No. | Rate of Pay | Total Time Worked | | Gross Pay | | |
| | \$ | Time In | Time Out | \$ | | |
| Student Assistant voucher or a voucher with missing information this completed, signed voucher to the Center for Student Financial Services Payroll Office. rtification fy that as a Student Assistant, I: d not work in excess of twenty (20) urs per week while attending classes or ty (40) hours per week during an ademic recess period. d not work in excess of 100 hours in a 21 22 day pay period. | | Hours | Time In | Time Out | Hours | Total Daily Hours |
| | Month: | | | | | Tenths |
| | 21 | | | | | |
| | 22 | | | | | |
| | 23 | | | | | |
| | 24 | | | | | |
| | 25 | | | | | |
| | 26 | | | | | |
| | 27 | | | | | |
| | 28 | | | | | |
| | 29 | | | | | |
| | 30 | | | | | |
| 31 | | | | | | |
| Month: | | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| Date | | | | | | |

Attachment B

Time Card

NAME _____

Pay Period

| From | To |
|------|----|
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