Humboldt State University

Intermittent Hourly Time Voucher

See instructions for completion on page 2 of this document.

Print Form on BLUE Paper

Payroll, SBS-Rm 353
Arcata, CA 95521-8299
(707) 826-3512
(707) 826-4917 FAX

PAY PERIOD:

January 01 to January 30

MONTH YEAR

CMS CHART FIELD STRING

ACCT. #	FUND	DEPT.	PROGRAM	CLASS	PROJECT

Employee Section:

EMPLOYEE'S **LEGAL** NAME - (TYPE OR PRINT CLEARLY)

LAST, FIRST, MIDDLE INITIAL

EMPLOYEE IDENTIFICATION NUMBER

CONTACT EMAIL

CONTACT PHONE

**** Please review section 5 on page 2 for this certification***

I CERTIFY THE FOLLOWING:

A) I have worked the hours recorded below.

B) I have indicted my work in other departments to the right, or selected "NO" to working multiple positions.

C) I understand that retirement, Social Security, Medicare, Federal and State taxes, if applicable, will be deducted from this payment.

D) My signature below indicates I have met all of these certification items.

EMPLOYEE'S SIGNATURE DATE

See Item 4 on page 2 for information on multiple positions..

FOR MULTIPLE POSITIONS:

During this pay period have you worked in any other paid positions for HSU, the CSU, or the State of California? If so, specify below.

☐ **NO** ☐ **YES**

Other Dept 1

Other Dept 2

	Enter Sun.	Dates Sat.	Sunday	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Totals

Total

Department Section:

PAY PERIOD TOTAL HOURS X HOURLY PAY RATE = PAY PERIOD GROSS EARNINGS

DEPARTMENT TO COMPLETE ALL ITEMS BELOW

Department must verify accuracy of all hourly, rate, and earnings calculations.

EMPLOYER INFORMATION

(TYPE OR PRINT CLEARLY)

DEPARTMENT'S NAME

SUPERVISOR'S NAME DEPARTMENT ADMINISTRATOR'S NAME

ATTENDANCE CLERK'S NAME PHONE NUMBER FAX NUMBER

I CERTIFY: A) The hours reported above are authorized and correct. **B) Any hours worked in excess of 40 hours per week will be reported in accordance with FSLA regulations.** C) The work was performed satisfactorily. D) Sufficient funds are available for payment of this voucher. F) My signature authorization card is on file in the HSU Payroll Office.

SIGNATURE OF IMMEDIATE SUPERVISOR DATE

DEPARTMENT ADMINISTRATOR'S SIGNATURE DATE

MINUTES =	TENTHS
1 - 5	.0
6 - 11	.1
12 - 17	.2
18 - 23	.3
24 - 29	.4
30 - 35	.5
36 - 41	.6
42 - 47	.7
48 - 53	.8
54 - 59	.9

Reference PIMS Section 3.50

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Information for Completion of Intermittent Hourly Time Voucher

1) INTERMITTENT HOURLY EMPLOYMENT POLICY

For campus policy regarding employment as an Intermittent Hourly employee, contact your employing department.

2) EARS, SOCIAL SECURITY, W-2 INFORMATION

New Student employees must complete the new employee packet in the Human Resources Office. Payment CANNOT BE MADE until forms are on file in the Payroll & Human Resources Offices. EAR Form should reflect PERMANENT ADDRESS as W-2 will be mailed to this address by January 31 annually. You will receive only one W-2 reflecting ALL State of California Wages. **The State Controller will charge $8.50 to process a duplicate W-2 Form!** Any employee who claims W4E status (exempt from taxes), MUST complete an EAR Form each January or tax status will revert automatically to single status with zero exemptions.

To update any EAR information, i.e. name, address, tax & marital status, birth date, social security number, ethnic identification or payroll designee, a new EAR Form must be filed. Correcting this information on other University forms WILL NOT update information in Payroll and Human Resources.

Name shown on time voucher must be EXACTLY as shown on Social Security Card and EAR Form or pay will be delayed. All employees must have a Social Security number to be paid by the State of California. To apply for or change a Social Security card contact the Social Security Office.

3) WARRANT MAILING, UNIVERSITY DEBTS, & SALARY ADVANCES

Salary warrants will not be mailed for employee convenience per the State Accounting Manual (SAM 8580.2). Warrants may be mailed if employee is not on active status at the University. A mail card must be completed at the Payroll Office prior in order to have warrants mailed.

If any monies are due the University the debt(s) will be deducted & an additional $10.00 Administration Fee will be assessed prior to mailing. (Authorized per SAM 8776.7, Education Code 89700, Title V 41800, BP 83-21).

Pay advances are granted ONLY in cases of serious, unforeseen hardship per SAM 8595. Forms to request an advance are available in the Payroll Office and must be approved by the AVP of Business Services.

4) TIME VOUCHER COMPLETION & SUBMISSION

A separate time voucher must be completed for each pay period, account code, unit, department or division where work occurred. Employees must contact each employing department to determine deadlines for submission of vouchers. Departments must submit pay vouchers to Payroll on Due Dates for pay to be received on a timely basis. **STATE LAW PROHIBITS ESTIMATING AND PROJECTING HOURS.**

Incomplete or erroneous vouchers will be returned to departments & may result in delayed pay.

Vouchers must be completed in ink or typed. Time vouchers must have original signatures of supervisor and administrator, FAX copies cannot be accepted or processed. A signature authorization card must be on file in Payroll for both the supervisor and administrator signing this voucher.

5) WORK WEEK

Employees may work a maximum of 40 hours per week. Any hours in excess of 40 hours must be in accordance with FSLA regulations. These hours include ALL employment paid by the State of California. The Work Week begins 12:01 a.m. Sunday and concludes 12:00 a.m. Saturday.

6) JOB INCURRED ACCIDENT OR ILLNESS

An on-the-job accident or illness MUST be reported to your supervisor immediately. The supervisor MUST submit an accident report (STD 620 Form) and Employee Claim Form (DWC1 Form) to the University Human Resources Office within 24 hours of the accident or illness.

***NON- JOB-RELATED ACCIDENT OTR ILLNESS**

To be eligible for Non-Industrial Disability Leave, an employee MUST be a member of the Public Employees Retirement System. Contact the Human Resources Office for further information.

7) PAY PERIODS, PAYDAY, PAYROLL DEADLINES

Below are the inclusive pay period dates, paydays and department deadlines when time vouchers are due in the Payroll Office. Reference SAM 8512.

Pay warrants are available on payday at the Cashiers Office, SBS Bldg., Room 285. Student ID MUST be presented before warrant can be released.

	PAY PERIOD	INCLUSIVE DATES	DUE DATE	PAYDAY
2019	JULY	JULY 1 to JULY 30	AUGUST 2 by 5 PM	AUGUST 15
	AUGUST	JULY 31 to AUGUST 29	SEPTEMBER 3 by 5 PM	SEPTEMBER 16
	SEPTEMBER	AUG 30 to SEPTEMBER 30	OCTOBER 2 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 30	NOVEMBER 1 by 5 PM	NOVEMBER 15
	NOVEMBER	OCT 31 to NOVEMBER 30	DECEMBER 3 by 5 PM	DECEMBER 16
	DECEMBER	DECEMBER 1 to DEC 31	JANUARY 3 by 5 PM	JANUARY 15
2020	JANUARY	JANUARY 1 to JANUARY 30	FEBRUARY 3 by 5 PM	FEBRUARY 14
	FEBRUARY	JAN 31 to FEBRUARY 29	MARCH 3 by 5 PM	MARCH 16
	MARCH	MARCH 1 to MARCH 31	APRIL 2 by 5 PM	APRIL 15
	APRIL	APRIL 1 to APRIL 30	MAY 4 by 5 PM	MAY 15
	MAY	MAY 1 to MAY 31	JUNE 2 by 5 PM	JUNE 15
	JUNE	JUNE 1 to JUNE 30	JULY 2 by 5 PM	JULY 15
	JULY	JULY 1 to JULY 30	AUGUST 3 by 5 PM	AUGUST 14
	AUGUST	JULY 31 to AUGUST 31	SEPTEMBER 2 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPTEMBER 1 to SEPT 30	OCTOBER 2 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 3 by 5PM	NOVEMBER 16
	NOVEMBER	NOVEMBER 1 to DEC 1	DECEMBER 3 by 5PM	DECEMBER 15
	DECEMBER	DECEMBER 2 to DEC 31	JANUARY 5 by 5 PM	JANUARY 15
2021	JANUARY	JANUARY 1 to JANUARY 31	FEBUARY 2 by 5 PM	FEBRUARY 15
	FEBRUARY	FEBRUARY 1 to MARCH 1	MARCH 3 by 5 PM	MARCH 15
	MARCH	MARCH 2 to MARCH 31	APRIL 2 by 5 PM	APRIL 15
	APRIL	APRIL 1 to APRIL 30	MAY 4 by 5 PM	MAY 14
	MAY	MAY 1 to MAY 31	JUNE 2 by 5 PM	JUNE 15
	JUNE	JUNE 1 to JUNE 30	JULY 2 by 5 PM	JULY 15
	JULY	JULY 1 to JULY 31	AUGUST 3 by 5 PM	AUGUST 16
	AUGUST	AUGUST 1 to AUG 31	SEPTEMBER 2 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPTEMBER 1 to SEP 30	OCTOBER 4 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to NOV 1	NOVEMBER 3 by 5 PM	NOVEMBER 15
	NOVEMBER	NOVEMBER 2 to DEC 1	DECEMBER 3 by 5 PM	DECEMBER 15
	DECEMBER	DECEMBER 2 to DEC 31	JANUARY 5 by 5 PM	JANUARY 14