

**CAL POLY POMONA**  
**Student Assistant & Bridge Student Assistant Time Voucher**

All student assistants must be processed through the Career Center and University Payroll Services prior to commencing employment in a new department. **SEE REVERSE SIDE FOR ADDITIONAL INFORMATION.** All employment authorization is contingent on verification of the student's identity and authorization to work in the United States.

Bronco ID Number			Employee's Name				Department				Hourly Rate		Pay Period (mm/yy)		
Date	Whole Hours	10 ths.	Date	Whole Hours	10 ths.	Date	Whole Hours	10 ths.	Date	Whole Hours	10 ths.	Date	Whole Hours	10 ths.	
30			6			13			20			27			
31			7			14			21			28			
1			8			15			22			29			
2			9			16			23			30			
3			10			17			24			31			
4			11			18			25			1			
5			12			19			26			Total Hours			
Directions				Conversions		Student Signature					Supervisor Signature				
<b>STUDENTS</b> ● Type or print in ink only ● Report fractions of hours as tenths  <b>SUPERVISOR</b> Submit completed voucher to person in department responsible for submitting student attendance reports to Payroll Services.  <b>SEE REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS</b>				Minutes	Tenths	I certify that I have worked the number of hours indicated above, and that I am eligible to be paid as a student assistant or as a bridge student assistant (see <i>Student Assistant Eligibility Requirements</i> available in Payroll Services, for current requirements).  Signature: _____  Date: _____					I certify that this student meets the eligibility requirements for employment as a student assistant or bridge student student assistant and that he or she has worked the number of hours indicated above.  Signature: _____  Date: _____				
				1-6	1										
				7-12	2										
				13-18	3										
				19-24	4										
				25-30	5										
				31-36	6										
				37-42	7										
				43-48	8										
				49-54	9										
				55-60	10										
Hours _____ X Rate _____ = \$ _____												Units Enrolled _____ /GPA _____			

## **REQUIRED PAYROLL DOCUMENTATION**

In accordance with the Immigration Reform and Control Act of 1986, students hired or rehired after November 6, 1986 must complete an Employment Eligibility Verification for (I-9) in Payroll Services and present original documentation to establish his/her identity and authorization to work. These requirements must be completed prior to the student's first day of employment. The I-9 must also be updated whenever the student's immigration status changes.

In addition, student assistants must complete documentation in Payroll Services for any name, permanent home address, designee information and/or income tax withholding allowance change that occurs.

## **REPORTING HOURS WORKED**

Please refer to the Schedule of Student Assistant and Bridge Student Assistant Pay Periods for a listing of payroll due dates.

## **PAYCHECKS**

Student Assistant pay is subject to Federal and State Income Tax Withholding. In addition, earnings of Bridge Student Assistants are subject to 7.5% retirement and 1.45% Medicare Tax deductions.

Paychecks are available in the Cashier's Office between 8:00am and 4:45p.m. Students will be required to present some form of photo I.D. in order to pick up paychecks.

Assembly Bill 1503 excludes student assistant pay from coverage under unemployment insurance. Bridge Student Assistant pay is not excluded from coverage under unemployment insurance.

## **EXAMPLE – REPORTING HOURS WORKED ON STUDENT ASSISTANT TIME VOUCHER**

August Pay Period  
Begins 7/01  
Ends 8/01

Student works 4 hours and 45 minutes on 7/15,  
20 hours per week 7/22 through 8/1

Date	Whole Hours	10 ths	Date	Whole Hours	10 ths	Date	Whole Hours	10 ths	Date	Whole Hours	10 Ths	Date	Whole Hours	10 ths
30			6			13			20	4		27	4	
31			7			14	4	8	21	4		28	4	
1			8			15			22	4		29	4	
2			9			16			23			30		
3			10			17			24			31		
4			11			18	4		25	4		1		
5			12			19	4		26	4		Total Hours	44	8