STUDENT **E**MPLOYMENT **O**FFICE

SRJC STUDENT PAYROLL

June 10, 2021 - June 9, 2022

From: _____ __10__ _____ **To:** _____ __09__ _____
     Month   **Day**   **Year**   **Month**   **Day**   **Year**

SSN: XXX-XX-

Student's Name:

Employee ID #:

Supervisor: **Dept:**   **Budget** (FWS/DST)

Round hours to nearest quarter hour (.25 / .50 / .75)

Date	Day of Week	Total Hours per Day	Date	Day of Week	Total Hours per Day	Date	Day of Week	Total Hours per Day
10			21			1		
11			22			2		
12			23			3		
13			24			4		
14			25			5		
15			26			6		
16			27			7		
17			28			8		
18			29			9		
19			30					
20			31			**Total Hours:**		

You may not work more than 8 hours per day or 25 hours per week during spring and fall when classes are in session.
The Payroll Office must receive timesheets by 10 A.M. on the 10ᵗʰ of each month. Late timesheets will not be processed.

STUDENT INFORMATION

I am enrolled in _____units and certify that I have read the above statements.

_____
Student Signature   *Date*

SID:

     Budget Code:

SUPERVISOR INFORMATION
HOLIDAY OR WEEKEND HOURS MUST BE INITIALED BY SUPERVISOR.

I certify that the hours recorded are accurate.

_____
Department Supervisor Signature   *Date*

Payroll Office Only:

Rate $ _____ **Hours** _____ **Gross $** _____

SEO Approval:
     FWS _____ **DIST** _____

Start Date:

☐ Check here if student is eligible for a Step B or Step C salary increase.
Evaluation paperwork should be sent directly to the Student Employment Office by the 1ˢᵗ of the month.