



STUDENT
EMPLOYMENT
Office

SRJC STUDENT PAYROLL

From: _____ 10 _____ To: _____ 09 _____
Month Day Year Month Day Year

SSN: XXX-XX-
Employee ID #:

Student's Name: _____

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			<i>International Student</i>		
20			31			Total Hours:		

You may not work more than 8 hours per day or 20 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: _____

SUPERVISOR INFORMATION

HOLIDAY OR WEEKEND HOURS MUST BE INITIALED BY SUPERVISOR.

I certify that the hours recorded are accurate.

Department Supervisor Signature

Date

Budget Code: _____

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.