



**S**TUDENT  
**E**MPLOYMENT  
**O**ffice

# SRJC STUDENT PAYROLL

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			<b>Total Hours:</b>		

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 10<sup>th</sup> 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 1<sup>st</sup> of the month.**