

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 FLSA 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 |
|------|------------|-------------------------|---------------------|--------------|
| 2012 | JULY | JULY 1 to JULY 31 | AUGUST 3 by 5 PM | AUGUST 15 |
| | AUGUST | AUGUST 1 to AUGUST 30 | SEPTEMBER 3 by 5 PM | SEPTEMBER 14 |
| | SEPTEMBER | AUG 31 to SEPTEMBER 30 | OCTOBER 3 by 5 PM | OCTOBER 15 |
| | OCTOBER | OCTOBER 1 to OCTOBER 30 | NOVEMBER 2 by 5 PM | NOVEMBER 15 |
| | NOVEMBER | OCT 31 to NOVEMBER 29 | DECEMBER 4 by 5 PM | DECEMBER 14 |
| | DECEMBER | NOVEMBER 30 to DEC 31 | JANUARY 4 by 5 PM | JANUARY 15 |

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|------|----------|-------------------------|--------------------|-------------|
| 2013 | JANUARY | JANUARY 1 to JANUARY 30 | FEBRUARY 4 by 5 PM | FEBRUARY 15 |
| | FEBRUARY | JAN 31 to FEBRUARY 28 | MARCH 5 by 5 PM | MARCH 15 |
| | MARCH | MARCH 1 to MARCH 31 | APRIL 4 by 5 PM | APRIL 15 |
| | APRIL | APRIL 1 to APRIL 30 | MAY 3 by 5 PM | MAY 15 |
| | MAY | MAY 1 to MAY 30 | JUNE 4 by 5 PM | JUNE 14 |
| | JUNE | MAY 31 to JUNE 30 | JULY 3 by 5 PM | JULY 15 |

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|------|-----------|-------------------------|---------------------|--------------|
| 2014 | 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 | AUGUST 30 to SEPT 30 | OCTOBER 3 by 5 PM | OCTOBER 15 |
| | OCTOBER | OCTOBER 1 to OCTOBER 30 | NOVEMBER 3 by 5 PM | NOVEMBER 15 |
| | NOVEMBER | OCTOBER 31 to NOV 30 | DECEMBER 4 by 5 PM | DECEMBER 16 |
| | DECEMBER | DECEMBER 1 to DEC 31 | JANUARY 6 by 5 PM | JANUARY 15 |

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|------|----------|-------------------------|--------------------|-------------|
| 2014 | JANUARY | JANUARY 1 to JANUARY 30 | FEBRUARY 4 by 5 PM | FEBRUARY 14 |
| | FEBRUARY | JANUARY 31 to FEB 28 | MARCH 5 by 5 PM | MARCH 14 |
| | MARCH | MARCH 1 to MARCH 31 | APRIL 3 by 5 PM | APRIL 15 |
| | APRIL | APRIL 1 to APRIL 30 | MAY 5 by 5 PM | MAY 15 |
| | MAY | MAY 1 to MAY 31 | JUNE 4 by 5 PM | JUNE 16 |
| | JUNE | JUNE 1 to JUNE 30 | JULY 3 by 5 PM | JULY 15 |

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|------|-----------|-------------------------|---------------------|--------------|
| 2014 | JULY | JULY 1 to JULY 30 | AUGUST 3 by 5 PM | AUGUST 15 |
| | AUGUST | JULY 31 to AUGUST 31 | SEPTEMBER 4 by 5 PM | SEPTEMBER 15 |
| | SEPTEMBER | SEPTEMBER 1 to SEPT 30 | OCTOBER 3 by 5 PM | OCTOBER 15 |
| | OCTOBER | OCTOBER 1 to OCTOBER 30 | NOVEMBER 4 by 5 PM | NOVEMBER 14 |
| | NOVEMBER | OCTOBER 31 to DEC 1 | DECEMBER 3 by 5 PM | DECEMBER 15 |
| | DECEMBER | DECEMBER 2 to DEC 31 | JANUARY 6 by 5 PM | JANUARY 15 |