**CALIFORNIA STATE UNIVERSITY, LONG BEACH**

| Minutes | Tenths | Minutes | Tenths |
| --- | --- | --- | --- |
| 1-6 | 1 | 31-36 | 6 |
| 7-12 | 2 | 37-42 | 7 |
| 13-18 | 3 | 43-48 | 8 |
| 19-24 | 4 | 49-54 | 9 |
| 25-30 | 5 | 55-60 | 1 hour |

**STUDENT TIME VOUCHER**

UNIT DEPT ID DEPT NAME POSITION # PAY PERIOD PAY RATE

EMPLOYEE ID # REC # EMPLOYEE NAME (Last, First, MI) JOB CODE/TITLE se this table to convert minutes to tenths of an hour

ENTER TIME IN & OUT FOR EACH DAY & TOTAL HOURS PER DAY WORKED BELOW \*A SEPARATE VOUCHER MUST BE SUBMITTED FOR EACH DIFFERENT POSITION NUMBER

| Sun  IN | Sun OUT | Sun Total Hours | Mon IN | Mon OUT | Mon Total Hours | Tues IN | Tues OUT | Tues Total Hours | Wed IN | Wed OUT | Wed Total Hours | Thurs IN | Thurs OUT | Thurs Total Hours | Fri  IN | Fri  OUT | Fri Total Hours | Sat  IN | Sat OUT | Sat Total Hours |
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**Week of:** **Weekly Hours:**

I certify that I have worked the hours recorded on this voucher; I am a current student at CSULB and my total hours at all CSULB jobs combined does not exceed

campus policy (20 hours per week) while classes are in session.

Signature of Employee: Date: **Total Hours:**

I am duly authorized by CSULB to make this report and certify that this correctly reflects the attendance for the student employee and pay period indicated.

Supervisor’s Signature: Date: