



# Information for Completion of Instructional Student Assistant Time Voucher

## 1) INSTRUCTIONAL STUDENT ASSISTANT (ISA) EMPLOYMENT POLICY

For campus policy regarding employment as an ISA, contact the department or departments which have employed you to perform this work.

## 2) EARS, SOCIAL SECURITY, AND W-2 INFORMATION

New employees must complete the new employee packet in the Human Resources Office (Siemens Hall 211). Payment CANNOT BE MADE until the forms listed above are on file in the Payroll and Human Resources Offices. The Employee Action Request (EAR) Form must reflect your PERMANENT MAILING ADDRESS as all W-2 forms will mailed to this address by January 31st each year. You will receive only one W-2, reflecting ALL State of California wages. The State Controller's Office will charge a fee of \$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 automatically revert to single with zero dependents.

To update any information (i.e. name, address, tax and marital status, birthdate, social security number, demographic profile information, and/or payroll designee) a new EAR form must be filed. Updating these items on other University forms WILL NOT update the information in the Human Resources and Payroll Offices.

The name shown on the time voucher must be EXACTLY as shown on the employee Social Security Card and EAR Form or pay will be delayed. All employees must have a Social Security number, unique to their person, in order to be paid by the State of California. To apply for OR make changes to a Social Security card, contact the regional 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 payday occurs during semester break, summer vacation & other approved non-recurring conditions. In order to have warrants mailed, a mail card must be completed at the Payroll Office in advance of the payday.

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 hourly rate, unit, department or division where work occurred. Student employees must contact each employing department to determine deadlines for submission of vouchers. Departments must submit pay vouchers & attendance reports 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) INSTRUCTIONAL STUDENT ASSISTANT WORK WEEK

Instructional Student Assistant employees may work a maximum of 20 hours per week when school is IN session & 40 hours per week when school is NOT in session. These maximums are not limited to Instructional Student Assistant hours - they apply to ALL student 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.

## 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. Identification MUST be presented before warrant can be released.

	PAY PERIOD	INCLUSIVE DATES	DUE DATE	PAYDAY
2015	JULY	JULY 1 to JULY 30	JULY 31 by 5 PM	AUGUST 14
	AUGUST	JULY 31 to AUGUST 31	SEPTEMBER 1 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPTEMBER 1 to SEPT 30	OCTOBER 1 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 2 by 5 PM	NOVEMBER 16
	NOVEMBER	NOVEMBER 1 to DEC 01	DECEMBER 2 by 5 PM	DECEMBER 15
	DECEMBER	DEC 2 to DECEMBER 31	JANUARY 4 by 5 PM	JANUARY 15

2016	JANUARY	JANUARY 1 to JANUARY 31	FEBRUARY 1 by 5 PM	FEBRUARY 14
	FEBRUARY	FEBRUARY 1 to MARCH 1	MARCH 2 by 5 PM	MARCH 14
	MARCH	MARCH 2 to MARCH 31	APRIL 1 by 5 PM	APRIL 15
	APRIL	APRIL 1 to APRIL 30	MAY 2 by 5 PM	MAY 15
	MAY	MAY 1 to MAY 31	JUNE 1 by 5 PM	JUNE 16
	JUNE	JUNE 1 to JUNE 30	JULY 1 by 5 PM	JULY 15
	JULY	JULY 1 to AUGUST 1	AUGUST 2 by 5 PM	AUGUST 15
	AUGUST	AUGUST 2 to AUGUST 31	SEPTEMBER 1 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPT 1 to SEPTEMBER 30	OCTOBER 1 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 1 by 5PM	NOVEMBER 14
	NOVEMBER	NOVEMBER 1 to NOV 30	DECEMBER 1 by 5PM	DECEMBER 15
	DECEMBER	DEC 1 to DECEMBER 31	JANUARY 32 by 5 PM	JANUARY 15

2017	JANUARY	JANUARY 1 to JANUARY 29	JANUARY 30 by 5 PM	FEBRUARY 16
	FEBRUARY	JAN 30 to FEBRUARY 28	MARCH 2 by 5 PM	MARCH 16
	MARCH	MARCH 1 to MARCH 31	APRIL 1 by 5 PM	APRIL 15
	APRIL	APRIL 1 to APRIL 30	MAY 1 by 5 PM	MAY 15
	MAY	MAY 1 to MAY 31	JUNE 1 by 5 PM	JUNE 15
	JUNE	JUNE 1 to JUNE 30	JULY 1 by 5 PM	JULY 15
	JULY	JULY 1 to JULY 30	JULY 31 by 5 PM	AUGUST 14
	AUGUST	JULY 31 to AUGUST 31	SEPTEMBER 1 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPT 1 to SEPTEMBER 30	OCTOBER 1 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 2 by 5 PM	NOVEMBER 16
	NOVEMBER	NOVEMBER 1 to DEC 1	DECEMBER 2 by 5 PM	DECEMBER 15
	DECEMBER	DEC 2 to DECEMBER 31	JANUARY 4 by 5 PM	JANUARY 15