

Humboldt State University Substitute Faculty Time Voucher

See instructions for completion on reverse side.

PRINT IN PINK

PAY PERIOD:

For Inclusive Dates
See Reverse Side

MONTH

YEAR

CMS CHART FIELD STRING

ACCT. #	f UND	DEPT.	PROGRAM	CLASS	PROJECT

ACCOUNT CODE # _____

f RS ACCOUNT. # _____

EMPLOYEE'S LEGAL NAME - (TYPE OR PRINT CLEARLY)

LAST,	f FIRST,	MIDDLE INITIAL
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I CERTIFY A) I worked the hours recorded below. B) I have completed the necessary forms in Human Resources (see sec. 2 on reverse side) . C) I understand that retirement, Social Security/Medicare, federal and state taxes, if applicable, will be deducted from this payment.

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EMPLOYEE ID NUMBER

EMPLOYEE'S SIGNATURE _____

DATE _____

PERMANENT MAILING ADDRESS _____

TYPE OR PRINT CLEARLY

()

CITY / STATE / ZIP _____

AREA PHONE _____

SUBSTITUTING FOR _____

Did you work in another HSU position during this pay period?

No Yes (if yes, state where)

DEPARTMENT (see item 5 on reverse)

See section 3 on reverse side for regulations on mailing of pay warrants.

Record only hours worked during the pay period inclusive dates (see sec. 7 on reverse) . Enter 1st day of pay period on 1st line. Report fractions of hours as tenths (see chart below). Leave space blank on days not worked.

Week of Month	Enter Dates		LECTURE							WKLY TOTAL	
	Sun.	Sat.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
			HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS
1											
2											
3											
4											
5											
6											

Week of Month	Enter Dates		LABS							WKLY TOTAL	
	Sun.	Sat.	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
			HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS	HRS. 10THS
1											
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3											
4											
5											
6											

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- Range 1-(A) Asst/Inst Lect L/Lect A
- Range 2-(B) Asst Prof Lect B
- Range 3-(C) Assoc Prof/Prof Lect C/Lect D

MINUTES	=	TENTHS
1 - 5	=	.0
6 - 11	=	.1
12 - 17	=	.2
18 - 23	=	.3
24 - 29	=	.4
30 - 35	=	.5
36 - 41	=	.6
42 - 47	=	.7
48 - 53	=	.8
54 - 59	=	.9

Reference PIMS Section 3.50

DEPARTMENT TO COMPLETE ALL ITEMS BELOW EMPLOYER INFORMATION

TYPE OR PRINT CLEARLY

DEPARTMENT'S NAME _____

DEPARTMENT CHAIR'S NAME _____

DEPARTMENT CHAIR'S SIGNATURE _____

ATTENDANCE CLERK'S NAME _____

PHONE _____

I CERTIFY: A) The hours reported above are authorized and correct. b) The work was performed satisfactorily. C) Sufficient funds are available for payment of this voucher. D) My signature authorization card is on file in the Payroll office.

SIGNATURE OF COLLEGE DEAN _____

DATE _____

Information for Completion of Substitute Faculty Time Voucher

1) SUBSTITUTE FACULTY EMPLOYMENT POLICY

For campus policy regarding employment as a Substitute employee, contact the employing department or Human Resources Office, Siemens Hall, Room 211.

2) I-9, EAR, EIF, SOCIAL SECURITY, W-2 INFORMATION

New employees must complete the new employee packet in Human Resources department. Payment CANNOT BE MADE until forms are on file in the Payroll & Human Resources Office. 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 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 automatically revert to single zero.

To update any information, i.e. name, address, tax & marital status, birthdate, social security number, ethnic identification and payroll designee, a new form must be filed in Human Resources. 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.**

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, 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. 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 12:01a.m. Sunday and concludes 12:00 midnight 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 (SCIF Form 3301) to the University Human Resources Office within 24 hours of the accident or illness.

ACCIDENT OR ILLNESS NON-JOB RELATED

To be eligible for Non-Industrial Disability Leave, and employer 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. ID MUST be presented before warrant can be released.

	PAY PERIOD	INCLUSIVE DATES	DUE DATE	PAYDAY
2017	JULY	JULY 1 to AUGUST 1	AUGUST 3 by 5 PM	AUGUST 15
	AUGUST	AUGUST 2 to AUGUST 31	SEPTEMBER 5 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPTEMBER 1 to SEPT 30	OCTOBER 3 by 5 PM	OCTOBER 16
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 2 by 5 PM	NOVEMBER 15
	NOVEMBER	NOVEMBER 1 to NOV 30	DECEMBER 4 by 5 PM	DECEMBER 15
	DECEMBER	DECEMBER 1 to DEC 31	JANUARY 3 by 5 PM	JANUARY 16

2018	JANUARY	JANUARY 1 to JANUARY 30	FEBRUARY 1 by 5 PM	FEBRUARY 15
	FEBRUARY	JAN 31 to FEBRUARY 28	MARCH 2 by 5 PM	MARCH 15
	MARCH	MARCH 1 to MARCH 31	APRIL 4 by 5 PM	APRIL 16
	APRIL	APRIL 1 to APRIL 30	MAY 2 by 5 PM	MAY 15
	MAY	MAY 1 to MAY 30	JUNE 1 by 5 PM	JUNE 15
	JUNE	MAY 31 to JUNE 30	JULY 2 by 5 PM	JULY 16
	JULY	JULY 1 to JULY 31	AUGUST 2 by 5 PM	AUGUST 15
	AUGUST	AUGUST 1 to AUGUST 30	SEPTEMBER 5 by 5 PM	SEPTEMBER 14
	SEPTEMBER	AUG 31 to SEPTEMBER 30	OCTOBER 2 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 30	NOVEMBER 1 by 5 PM	NOVEMBER 15
	NOVEMBER	OCT 31 to NOVEMBER 29	DECEMBER 3 by 5 PM	DECEMBER 14
	DECEMBER	NOV 30 to DECEMBER 31	JANUARY 2 by 5 PM	JANUARY 15

2019	JANUARY	JANUARY 1 to JANUARY 30	FEBRUARY 1 by 5 PM	FEBRUARY 15
	FEBRUARY	JAN 31 to FEBRUARY 28	MARCH 1 by 5 PM	MARCH 15
	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 30	MAY 31 by 5 PM	JUNE 14
	JUNE	MAY 31 to JUNE 30	JULY 1 by 5 PM	JULY 15
	JULY	JULY 1 to JULY 30	JULY 31 by 5 PM	AUGUST 15
	AUGUST	JULY 31 to AUGUST 29	AUGUST 31 by 5 PM	SEPTEMBER 16
	SEPTEMBER	AUG 30 to SEPTEMBER 30	OCTOBER 1 by 5 PM	OCTOBER 15
	OCTOBER	OCT 1 to OCTOBER 30	OCTOBER 31 by 5 PM	NOVEMBER 15
	NOVEMBER	OCT 31 to NOVEMBER 30	DECEMBER 2 by 5 PM	DECEMBER 16
	DECEMBER	DEC 1 to DECEMBER 31	JANUARY 2 by 5 PM	JANUARY 15