

Information for Completion of Special Consultant Time Voucher

1) Special Consultant Employment

For information regarding employment as a Special Consultant 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, ethic 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
2016	JULY	JULY 1 to AUGUST 01	AUGUST 3 by 5 PM	AUGUST 15
	AUGUST	AUGUST 2 to AUGUST 31	SEPTEMBER 2 by 5 PM	SEPTEMBER 15
	SEPTEMBER	SEPT 1 to SEPTEMBER 30	OCTOBER 4 by 5 PM	OCTOBER 14
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 2 by 5 PM	NOVEMBER 15
	NOVEMBER	NOVEMBER 1 to NOV 30	DECEMBER 2 by 5 PM	DECEMBER 15
	DECEMBER	DECEMBER 1 to DEC 31	JANUARY 4 by 5 PM	JANUARY 13

2017	JANUARY	JANUARY 1 to JANUARY 31	FEBRUARY 2 by 5 PM	FEBRUARY 15
	FEBRUARY	FEBRUARY 1 to MARCH 1	MARCH 3 by 5 PM	MARCH 15
	MARCH	MARCH 2 to MARCH 31	APRIL 4 by 5 PM	APRIL 14
	APRIL	APRIL 1 to MAY 1	MAY 3 by 5 PM	MAY 15
	MAY	MAY 2 to MAY 31	JUNE 2 by 5 PM	JUNE 15
	JUNE	JUNE 1 to JUNE 30	JULY 5 by 5 PM	JULY 14
	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 5PM	NOVEMBER 15
	NOVEMBER	NOVEMBER 1 to NOV 30	DECEMBER 4 by 5PM	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 4 by 5 PM	SEPTEMBER 14
	SEPTEMBER	AUG 31 to SEPTEMBER 30	OCTOBER 2 by 5 PM	OCTOBER 15
	OCTOBER	OCTOBER 1 to OCTOBER 31	NOVEMBER 1 by 5 PM	NOVEMBER 15
	NOVEMBER	OCT 31 to NOVEMBER 29	DECEMBER 5 by 5 PM	DECEMBER 14
	DECEMBER	NOV 30 to DECEMBER 31	JANUARY 3 by 5 PM	JANUARY 15