

**NOTE:** This form is required for each and every Student and Hourly Employee.

**Section 1 EMPLOYEE INFORMATION**

Empl Name: \_\_\_\_\_

COURSE GRADER

LAB ASSISTANT

TECH. ASSISTANT

CSUN ID: \_\_\_\_\_

Payroll Period Total Hours: \_\_\_\_\_

Hourly Pay Rate: **\$ \$10.00**

Payroll Period Gross Earnings: \$ \_\_\_\_\_

**Section 2 EMPLOYER INFORMATION**

DEPT NAME: Electrical and Computer Engineering

DEPT ID: \_\_\_\_\_

JOB CODE: \_\_\_\_\_

**Job Code Legend:**

1870 Student Assistant	1800 Casual Worker
1871 W/S On Campus	<i>Please see your supervisor for other job codes.</i>
1872 W/S Off Campus	

**Section 3 TIME RECORD**

Payroll Period: \_\_\_\_\_

Report only hours worked during the month listed above.	MONTH	MINUTES	=	YEAR	TENTHS
	1-6		=		.1
	7-12		=		.2
	13-18		=		.3
	19-24		=		.4
	25-30		=		.5
	31-36		=		.6
	37-42		=		.7
Report fractions of hours as tenths.	43-48		=		.8
	49-54		=		.9
	55-60		=		1.0

MM	DD	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	Weekly Total						
Month	Date	HOURS	10ths	HOURS	10ths	HOURS	10ths	HOURS	10ths	HOURS	10ths	HOURS	10ths	HRS.	10ths

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Total Hours: \_\_\_\_\_