

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
STUDENT TIME VOUCHER**

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

UNIT \_\_\_\_\_ DEPT ID \_\_\_\_\_ DEPT NAME \_\_\_\_\_ POSITION # \_\_\_\_\_ PAY PERIOD \_\_\_\_\_ PAY RATE \_\_\_\_\_

EMPLOYEE ID # \_\_\_\_\_ REC # \_\_\_\_\_ EMPLOYEE NAME (Last, First, MI) \_\_\_\_\_ JOB CODE/TITLE \_\_\_\_\_

Use 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

Week of:	Sun	Sun	Sun	Mon	Mon	Mon	Tues	Tues	Tues	Wed	Wed	Wed	Thurs	Thurs	Thurs	Fri	Fri	Fri	Sat	Sat	Sat	Weekly Hours:	
	IN	OUT	Total Hours	IN	OUT	Total Hours	IN	OUT	Total Hours	IN	OUT	Total Hours	IN	OUT	Total Hours	IN	OUT	Total Hours	IN	OUT	Total Hours		
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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: \_\_\_\_\_