

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 the Human Resources Office SBS Bldg. Rm. 143.

2) EAR, SOCIAL SECURITY, W-2 INFORMATION

New employees must complete the new employee packet in the Human Resources office. Payment CANNOT BE MADE until forms are on file in the Payroll & Human Resources Offices. 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 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 Director of Fiscal Affairs.

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 12:01 a.m. Sunday and concludes 12:00 midnight Saturday.

Student Assistant and/or Federal College Work-Study Employees: Your work week regulations are defined in the Student Employee Personnel

Policy available in your employing department or the Human Resources Office.

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 (Form 620) 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 employee 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. Rm. 285. ID MUST be presented before warrant can be released.

	PAY PERIOD	INCLUSIVE DATES		VOUCHERS DUE IN PAYROLL FROM DEPT.		PAYDAY
2007	JANUARY	JAN 1	JAN 30	JAN 31	5 P.M.	FEB 15
	FEBRUARY	JAN 31	FEB 28	MAR 1	5 P.M.	MAR 15
	MARCH	MAR 1	MAR 31	APR 1	5 P.M.	APR 16
	APRIL	APR 1	APR 30	MAY 1	5 P.M.	MAY 15
	MAY	MAY 1	MAY 30	MAY 31	5 P.M.	JUNE 15
	JUNE	MAY 31	JUNE 30	JUNE 29	NOON	JULY 16
	JULY	JULY 1	JULY 31	AUG 1	5 P.M.	AUG 15
	AUGUST	AUG 1	AUG 30	AUG 31	5 P.M.	SEP 14
	SEPTEMBER	AUG 31	SEP 30	OCT 1	5 P.M.	OCT 15
	OCTOBER	OCT 1	OCT 30	OCT 31	5 P.M.	NOV 15
	NOVEMBER	OCT 31	NOV 29	NOV 30	5 P.M.	DEC 14
	DECEMBER	NOV 30	DEC 31	JAN 2	5 P.M.	JAN 15

2008	JANUARY	JAN 1	JAN 30	JAN 31	5 P.M.	FEB 15
	FEBRUARY	JAN 31	FEB 29	MAR 1	5 P.M.	MAR 14
	MARCH	MAR 1	MAR 31	APR 2	5 P.M.	APR 15
	APRIL	APR 1	APR 30	MAY 1	5 P.M.	MAY 15
	MAY	MAY 1	MAY 31	MAY 31	5 P.M.	JUNE 16
	JUNE	JUNE 1	JUNE 30	JUNE 30	NOON	JULY 15
	JULY	JULY 1	JULY 30	JULY 31	5 P.M.	AUG 15
	AUGUST	JULY 31	AUG 31	SEP 1	5 P.M.	SEP 15
	SEPTEMBER	SEP 1	SEP 30	OCT 1	5 P.M.	OCT 15
	OCTOBER	OCT 1	OCT 30	OCT 31	5 P.M.	NOV 14
	NOVEMBER	OCT 31	DEC 1	DEC 2	5 P.M.	DEC 15
	DECEMBER	DEC 2	DEC 31	JAN 2	5 P.M.	JAN 15

2009	JANUARY	JAN 1	JAN 29	JAN 30	5 P.M.	FEB 15
	FEBRUARY	JAN 30	FEB 28	MAR 2	5 P.M.	MAR 16
	MARCH	MAR 1	MAR 31	APR 1	5 P.M.	APR 15
	APRIL	APR 1	APR 30	MAY 1	5 P.M.	MAY 15
	MAY	MAY 1	MAY 31	JUNE 1	5 P.M.	JUNE 15
	JUNE	JUNE 1	JUNE 30	JUNE 30	NOON	JULY 15