CALIFORNIA STATE UNIVERSITY
Monterey Bay

Hourly Intermittent Voucher
Payroll Services

_____ _____ _____ _____
Employee ID#   First   M.I.   Last

_____ _____ _____ _____ _____
Employing Office   Agency   Unit   Class   Serial

_____   _____
Hourly Rate   Pay Period (mm/yyyy)

Refer to Payroll Calendar for Pay Period Begin & End Dates
http://payroll.csumb.edu/

Date	Number of	Date	Number of	Date	Number of
		11		23	
		12		24	
		13		25	
2		14		26	
3		15		27	
4		16		28	
5		17			
6		18			
7		19			
8		20			
9		21			
10		22			

Use the following chart to convert minutes to tenths of an hour

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 hr

Total Hours	
Total vacation hours used	
Total sick hours used	
Total personal holiday hours used	
Total holiday hours earned	
u = h	

I certify that I have worked the days recorded on this voucher.

I authorize the period worked by this employee and have personal knowledge of the correctness of the time to which he/she has certified.

_____
(Legal Signature of Employee)

_____
(Signature of Supervisor)

_____
(Approving Authority)