

**COLBY COLLEGE 2017/18
STUDENT PAY REQUEST**

IDENTIFYING INFORMATION

1. Student's COMPLETE Name _____ ID Number _____
2. Department (by Name and Account Number) _____
3. Level (Rate) _____ Supervisor's Name (PLEASE PRINT) _____

****An ELECTRONIC STUDENT PERSONNEL ACTION FORM (ESPAF) MUST BE COMPLETED (BY EMPLOYER) ONLINE AND THE STUDENT MUST HAVE COMPLETED AN I-9 BEFORE HE/SHE CAN BE PAID****

HOURS WORKED

NUMBER OF HOURS WORKED EACH DAY

(Minimum quarter hour increments)

(WEEK END DATE)	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
(DATE)_____	_____	_____	_____	_____	_____	_____	_____	_____
(DATE)_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL HOURS WORKED: _____

CERTIFICATION

I certify that this pay request is a true statement of hours actually worked by this student and that work has been performed in a satisfactory manner.

SUPERVISOR'S SIGNATURE _____

I have reviewed this pay request and certify it to be a true representation of hours actually worked by me.

STUDENT'S SIGNATURE _____

THIS FORM MUST BE SUBMITTED ON THE MONDAY FOLLOWING THE END OF EACH LISTED PAY PERIOD. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR PAYCHECK UNTIL THE FOLLOWING PAY PERIOD.

Payroll No	Beg Date	End Date	Time Entry Ends	Approval Ends	Pay Date
561	8/13/2017	8/26/2017	8/27/2017 at 2359	8/29/2017 at 1300	9/1/2017
562	8/27/2017	9/9/2017	9/10/2017 at 2359	9/12/2017 at 1300	9/15/2017
563	9/10/2017	9/23/2017	9/24/2017 at 2359	9/26/2017 at 1300	9/29/2017
564	9/24/2017	10/7/2017	10/8/2017 at 2359	10/10/2017 at 1300	10/13/2017
565	10/8/2017	10/21/2017	10/22/2017 at 2359	10/24/2017 at 1300	10/27/2017
566	10/22/2017	11/4/2017	11/5/2017 at 2359	11/7/2017 at 1300	11/9/2017*Holiday
567	11/5/2017	11/18/2017	11/19/2017 at 2359	11/21/2017 at 1300	11/24/2017
568	11/19/2017	12/2/2017	12/3/2017 at 2359	12/5/2017 at 1300	12/8/2017
569	12/3/2017	12/16/2017	12/17/2017 at 2359	12/19/2017 at 1300	12/22/2017
570	12/17/2017	12/30/2017	12/31/2017 at 2359	1/2/2018 at 1300	1/5/2018
571	12/31/2017	1/13/2018	1/14/2018 at 2359	1/16/2018 at 1300	1/19/2018
572	1/14/2018	1/27/2018	1/28/2018 at 2359	1/30/2018 at 1300	2/2/2018
573	1/28/2018	2/10/2018	2/11/2018 at 2359	2/13/2018 at 1300	2/16/2018
574	2/11/2018	2/24/2018	2/25/2018 at 2359	2/27/2018 at 1300	3/2/2018
575	2/25/2018	3/10/2018	3/11/2018 at 2359	3/13/2018 at 1300	3/16/2018
576	3/11/2018	3/24/2018	3/25/2018 at 2359	3/27/2018 at 1300	3/30/2018
577	3/25/2018	4/7/2018	4/8/2018 at 2359	4/10/2018 at 1300	4/13/2018
578	4/8/2018	4/21/2018	4/22/2018 at 2359	4/24/2018 at 1300	4/27/2018
579	4/22/2018	5/5/2018	5/6/2018 at 2359	5/8/2018 at 1300	5/11/2018
580	5/6/2018	5/19/2018	5/20/2018 at 2359	5/22/2018 at 1300	5/25/2018
581	5/20/2018	6/2/2018	6/3/2018 at 2359	6/5/2018 at 1300	6/8/2018