

**COLBY COLLEGE 2018/2019
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 Week	Beg Date	End Date	Pay Date	Time Entry Ends	Approval Ends
35	8/12/2018	8/25/2018	8/31/2018	8/26/2018 at 2359	8/27/2018 at 1300
37	8/26/2018	9/8/2018	9/14/2018	9/9/2018 at 2359	9/10/2018 at 1300
39	9/9/2018	9/22/2018	9/28/2018	9/23/2018 at 2359	9/24/2018 at 1300
41	9/23/2018	10/6/2018	10/12/2018	10/7/2018 at 2359	10/8/2018 at 1300
43	10/7/2018	10/20/2018	10/26/2018	10/21/2018 at 2359	10/22/2018 at 1300
45	10/21/2018	11/3/2018	11/9/2018	11/4/2018 at 2359	11/5/2018 at 1300
47	11/4/2018	11/17/2018	11/23/2018	11/18/2018 at 2359	11/19/2018 at 1300
49	11/18/2018	12/1/2018	12/7/2018	12/2/2018 at 2359	12/3/2018 at 1300
51	12/2/2018	12/15/2018	12/21/2018	12/16/2018 at 2359	12/17/2018 at 1300
53	12/16/2018	12/29/2018	1/4/2019	12/30/2018 at 2359	12/31/2018 at 1300
3	12/30/2018	1/12/2019	1/18/2019	1/13/2019 at 2359	1/14/2019 at 1300
5	1/13/2019	1/26/2019	2/1/2019	1/27/2019 at 2359	1/28/2019 at 1300
7	1/27/2019	2/9/2019	2/15/2019	2/10/2019 at 2359	2/11/2019 at 1300
9	2/10/2019	2/23/2019	3/1/2019	2/24/2019 at 2359	2/25/2019 at 1300
11	2/24/2019	3/9/2019	3/15/2019	3/10/2019 at 2359	3/11/2019 at 1300
13	3/10/2019	3/23/2019	3/29/2019	3/24/2019 at 2359	3/25/2019 at 1300
15	3/24/2019	4/6/2019	4/12/2019	4/7/2019 at 2359	4/8/2019 at 1300
17	4/7/2019	4/20/2019	4/26/2019	4/21/2019 at 2359	4/22/2019 at 1300
19	4/21/2019	5/4/2019	5/10/2019	5/5/2019 at 2359	5/6/2019 at 1300
21	5/5/2019	5/18/2019	5/24/2019	5/19/2019 at 2359	5/20/2019 at 1300
23	5/19/2019	6/1/2019	6/7/2019	6/2/2019 at 2359	6/3/2019 at 1300