

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
HOURLY EMPLOYEE TIME VOUCHER**

The Employee Class of Intermittent is used for a CSULB employee hired on an hourly basis into a regular CSU staff job classification.  
The employee works on an "as-needed" basis and the number of hours worked per week is not consistent.

<b>04/24</b>	<b>182</b>	<b>00182</b>	<b>CECS</b>	<b>00001150</b>
PAY PERIOD (MO./YR)	UNIT	DEPT ID	DEPT NAME	POSITION NO.
<b>Nguyen, Vi</b>			<b>027252080</b>	<b>1</b>
EMPLOYEE NAME (LAST, FIRST, MI)			EMPL ID	EMPL REC

**Section 1 - Complete this section only IF TRC (Time Reporting Codes) = REG (REGULAR)**

DATE	TRC	NUMBER OF HOURS WORKED		DATE	TRC	NUMBER OF HOURS WORKED		DATE	TRC	NUMBER OF HOURS WORKED	
		HOURS	10ths			HOURS	10ths			HOURS	10ths
31				11				22		2	
1				12		1		23			
2				13				24		2	
3				14				25			
4				15		2		26		1	
5				16				27			
6				17		2		28			
7				18				29		2	
8		2		19				30		3	
9				20		1		31			
10		2		21				1			

**Section 2 - Complete this section only IF TRC = HOL, OTPR, PH, SHE08, SHGRV, SHN08, SHSWG, SL or VA**

DATE	TRC	NUMBER OF HOURS		DATE	TRC	NUMBER OF HOURS		DATE	TRC	NUMBER OF HOURS	
		HOURS	10ths			HOURS	10ths			HOURS	10ths
31				11				22			
1				12				23			
2				13				24			
3				14				25			
4				15				26			
5				16				27			
6				17				28			
7				18				29			
8				19				30			
9				20				31			
10				21				1			

**Conversion from minutes to tenths of an hour:**

1 to 6 Minutes = 0.1	31 to 36 Minutes = 0.6
7 to 12 Minutes = 0.2	37 to 42 Minutes = 0.7
13 to 18 Minutes = 0.3	43 to 48 Minutes = 0.8
19 to 24 Minutes = 0.4	49 to 54 Minutes = 0.9
25 to 30 Minutes = 0.5	55 to 60 Minutes = 1.0

**TOTAL REGULAR HOURS WORKED:** 20

**TOTAL VACATION** hours to be pd:

**TOTAL SICK LEAVE** hours to be paid:

**TOTAL PERSONAL HOLIDAY** hours to be pd:

**TOTAL HOLIDAY HOURS** hrs. to be pd:

**TOTAL OVERTIME PREM** hrs to be pd:

**I certify that I have worked the hours recorded on this voucher:**

**OTHER TRC** hrs to be pd (indicate):

**OTHER TRC** hrs to be pd (indicate):

**OTHER TRC** hrs to be pd (indicate):

**TOTAL HOURS WORKED:** 20

**I certify that the hours stated above are accurate:**

	<b>Vi Nguyen 04/23/2024</b>		<b>Tony Kelly May 4</b>	<b>04/23/24</b>
Signature of Employee	Date	Signature of Supervisor	Date	
Signature of Appropriate Administrator (optional)		Date		