Cal Poly Pomona

Payroll Services
Employee & Organizational Development and Advancement

# Student Payroll Adjustment Form

| Please select all that apply. | Pay Period: |
|---|---|
| ☐ LATE ☐ REVISION ☐ SUPPLEMENTAL ☐ FWS ☐ OTHER | |

| CHRS Employee ID#: | Student Name: | | | |
|---|---|---|---|---|
| Record#: | Job Code: | Dept ID: | Dept Name: | Position: |

| TIME PREVIOUSLY SUBMITTED | | | | | | | | TIME SHOULD BE | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | TIME IN | TIME OUT | TOTAL HRS | DATE | TIME IN | TIME OUT | TIME IN | TIME OUT | TIME IN | TIME OUT | TOTAL HRS |
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| **TOTAL PAYABLE HOURS:** | | | | | | | | **TOTAL PAYABLE HOURS:** | | | | | | | |
| **HOURLY RATE:** | | | | | | | | **HOURLY RATE:** | | | | | | | |
| **GROSS EARNINGS:** | | | | | | | | **GROSS EARNINGS:** | | | | | | | |

**Additional Comments:**

*I certify that this student meets the eligibility requirements certify that this student meets the eligibility requirements for employment and that he or she has worked the number of hours indicated above.*

Authorized Signature ____________________ Date ____________________

COMPLETED SIGNED FORMS MUST BE UPLOADED VIA THE **SMARTSHEET STUDENT ADJUSTMENT**

REV. 04/26

| Conversion Chart | |
|---|---|
| **Minutes** | **Tenths** |
| 0-5 | 0 |
| 6-11 | 1 |
| 12-17 | 2 |
| 18-23 | 3 |
| 24-29 | 4 |
| 30-35 | 5 |
| 36-41 | 6 |
| 42-47 | 7 |
| 48-53 | 8 |
| 54-59 | 9 |
| 60 | 1 |