SJSU | UNIVERSITY PERSONNEL

AUTHORIZATION FOR EMERGENCY PAY

CSUEU (Units 2,5,7,9) AND TEAMSTERS (Unit 6) ONLY

EMPLOYEE NAME	EMPLOYEE ID NUMBER	DEPT. ID NUMBER

DATE	TIME OF DAY*		HOURS FOR PAY	HOURS FOR CREDIT	REASON FOR EMERGENCY PAY
	FROM	TO			
		TOTALS	0	0	

EMERGENCY PAY HOURS HAVE BEEN WORKED AS INDICATED ABOVE

Employee's Signature	Date	Supervisor's Signature	Date	Signature for Authorization of Emergency Pay	Date

* Example of time format: 10:45 am