

# PORTLAND COMMUNITY COLLEGE

## Bi-Weekly Time Report (mark one)

- Casual Part Time     Faculty Non-Instructional  
 Student Help         One Term Daily Rate  
 Federal Work Study

## 2008-2009 Reporting Period (mark one)

### \*\* Incomplete information may delay pay

- |   |  |  |  |   |
|---|--|--|--|---|
| <input type="checkbox"/> Jun 15 - Jun 28  | <input type="checkbox"/> Sept 07 - Sept 20 | <input type="checkbox"/> Nov 30 - Dec 13 | <input type="checkbox"/> Feb 22 - Mar 07 | <input type="checkbox"/> May 17 - May 30  |
| <input type="checkbox"/> Jun 29 - July 12 | <input type="checkbox"/> Sept 21 - Oct 04  | <input type="checkbox"/> Dec 14 - Dec 27 | <input type="checkbox"/> Mar 08 - Mar 21 | <input type="checkbox"/> May 31 - June 13 |
| <input type="checkbox"/> July 13 - Jul 26 | <input type="checkbox"/> Oct 05 - Oct 18   | <input type="checkbox"/> Dec 28 - Jan 10 | <input type="checkbox"/> Mar 22 - Apr 04 |   |
| <input type="checkbox"/> July 27 - Aug 09 | <input type="checkbox"/> Oct 19 - Nov 01   | <input type="checkbox"/> Jan 11 - Jan 24 | <input type="checkbox"/> Apr 05 - Apr 18 |   |
| <input type="checkbox"/> Aug 10 - Aug 23  | <input type="checkbox"/> Nov 02 - Nov 15   | <input type="checkbox"/> Jan 25 - Feb 07 | <input type="checkbox"/> Apr 19 - May 02 |   |
| <input type="checkbox"/> Aug 24 - Sept 06 | <input type="checkbox"/> Nov 16 - Nov 29   | <input type="checkbox"/> Feb 08 - Feb 21 | <input type="checkbox"/> May 03 - May 16 |   |

To see due dates for time sheets, go to [http://intranet.pcc.edu/finance/payroll/payroll\\_calendars.htm](http://intranet.pcc.edu/finance/payroll/payroll_calendars.htm)

Date (mo/day/yr)	Hours Worked	Labor Account Override			
		Fund	Orgn	Acct	Prog
<b>TOTALS:</b>	-	In-district Mileage enter here >>			

### GENERAL INFORMATION

Non-Instructional work includes time reported for Curriculum Development, Special Events, Guest Presentors, Librarians, Tutors, Counselors and Faculty Chair work. The reporting period is Bi-Weekly with payday every other Friday. Direct Deposit is available thru Payroll, call 533-2902

### INSTRUCTIONS FOR THE EMPLOYEE

In ink report all hours worked to the **nearest quarter hour**. TOTAL the column of hours. SIGN and date your report. **Incomplete information could delay your pay !!!**

### INSTRUCTIONS FOR THE EMPLOYING DEPT.

Verify that all totals are correct. Any changes made to time sheets must be initialed by both the employee and supervisor. To temporarily override the labor account number of this position, write the labor account number on the date applicable. Overtime is applicable to Casual and Student Help employees only. Federal Work Study students must comply with Federal guidelines. They may only work 20 hours a week, no overtime and no mileage.

SIGN and date the time report.

### MILEAGE

Complete in-district mileage form. Total mileage must be written in the box provided on this page to be reimbursed.

<i>Payroll use only</i>
-------------------------

**NOTE**  
***If paper work or time sheets are not submitted on time, pay will be delayed until the next schedule pay date***

If I am a student, I am currently enrolled for at least 6 credit hours at Portland Community College  
 I declare this is a complete and accurate report of my hours worked for the period reported above.

<b>Employee's Signature:</b>	<b>Date:</b>
------------------------------	--------------

My signature below indicates that I have verified all the information on this report and agree that it is accurate

<b>Supervisor's Signature:</b>	<b>Date:</b>	<b>Contact for Payroll Dept Inquiries</b>
		Name:
		Extension No.

For more Payroll information visit our Web site at <http://intranet.pcc.edu/finance/payroll/>  
 Off-site time sheets can be mailed to : PCC - Payroll WTC -1525, PO Box 6119, Aloha, OR 97007-9958

<b>**Name</b>	
(last)	(first)
<b>**ID Number:</b>	<b>G</b>
<i>Go to MYPCC &amp; click on "my profile" to get your G#</i>	
<b>Job Description</b>	
<b>**Position #</b>	<b>**Suffix #</b>
<b>Rate Per Hour</b>	