PORTLAND COMMUNITY COLLEGE

Bi-Weekly Time Report
(mark one)

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

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

2011-2012 Reporting Period (mark one)

**** Incomplete information may delay pay**

❑ Jun 12 - Jun 25	❑ Sept 04 - Sept 17	❑ Nov 27 - Dec 10	❑ Feb 19 - Mar 04	❑ May 14 - May 27
❑ Jun 26 - July 09	❑ Sept 18 - Oct 01	❑ Dec 11 - Dec 24	❑ Mar 05 - Mar 18	❑ May 28 - June 10
❑ July 10 - Jul 23	❑ Oct 02 - Oct 15	❑ Dec 25 - Jan 07	❑ Mar 19 - Apr 01	
❑ July 24 - Aug 06	❑ Oct 16 - Oct 29	❑ Jan 08 - Jan 21	❑ Apr 02 - Apr 15	
❑ Aug 07 - Aug 20	❑ Oct 30 - Nov 12	❑ Jan 22 - Feb 04	❑ Apr16 - Apr 29	
❑ Aug 21 - Sept 03	❑ Nov 13 - Nov 26	❑ Feb 05 - Feb 18	❑ Apr 30 - May 13	

To see due dates for time sheets, go to http://intranet.pcc.edu/finance/payroll/payroll_calendars.htm

Date (mo/day/yr)	Hours Worked	Labor Account Override Fund	Orgn	Acct	Prog
TOTALS:	-	**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 971-722-2902

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.

Payroll use only

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.

Employee's Signature: **Date:**

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

Supervisor's Signature: **Date:** **Contact for Payroll Dept Inquiries**
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 DC - 1st Floor, PO Box 19000. Portland, OR 97280