

JAF-B **Bi-Weekly** Payroll Hourly Job Authorization Form Instructions

PCC is an Equal Opportunity Employer and is committed to a policy of nondiscrimination for all people regardless of race, color, religion, gender, age disability or national origin.

This form is to be used for authorizing pay for non-benefited job assignments: to include Student Help, Casual, and Part-time faculty Non-instructional jobs, i.e. curriculum development, special projects, guest presenters, librarians, tutors, counselors and faculty chair work.

Mark one of the boxes to inform Human Resource Information System (HRIS) what action is being taken. If this is a change to an existing authorization, provide the suffix number as an identifier of the previous authorization. List of existing authorizations and suffix numbers is available on Banner form NBIJLST. Supporting employment documents need to be attached to this form when submitted for new hires; I-9, W-4, Application, Employment Information Form (EIF). **Note: To be hired into the category of Student Help, the employee must be enrolled in a minimum of six credit hours during the term(s) they are to be employed.**

The following information must be provided:

| | |
|---------------------------------|--|
| Social Security Number | Number that appears on employee's social security card or from their completed W-4. |
| Name | Legal name as appears on employee's social security card. |
| Position No. | Use Banner form NBIPORG for your department's approved position numbers. |
| Department ORG Code No. | The department organizational code where the employee is working, such as S80100 - Human Resources Dept. |
| Work performed from/to | The first day work is to begin and the last day of work on job assignment. <i>If left blank, the last day of the last pay period of the current fiscal year will be assumed.</i> Important note: These dates are used for unemployment purposes. |
| Desc of work | Describe work to be performed. |
| Job Assignment Employee Class | The employee class for this position is available in Banner form NBAPOSN. |
| Salary Table | The salary table code for position is available in Banner form NBAPOSN. |
| Grade | Refer to the PCC Casual Employment Compensation Guideline, Student Help Schedule, Faculty & Academic Professional Agreement. These schedules are available on the Human Resources web page. |
| Step | Applies only to Student Help and Part-time Faculty Authorizations. |
| Hours Authorized | Actual or close estimation of hours to be worked by this individual. <i>Note: Hours are not encumbered, nor will pay stop if hours are exceeded.</i> |
| Hourly Rate | Refer to the PCC Casual Employment Compensation Guideline, Student Employment Guideline, Faculty & Academic Professional Agreement for rates allowed. |
| Campus, Center or Job Bldg/Room | Needed only for new hires or changes. Information provided will be entered into Banner form PPAIDEN. |
| Campus Telephone | Needed only for new hires or changes. Information provided will be entered into Banner form PPAIDEN. |
| For Department Records | Complete if department would like a record of total dollars authorized, for department information only. |
| Immediate Supervisor | Person providing direct supervision of employee. |
| Completed by | Person completing this form who may be contacted if additional information is needed. |
| Authorized Signature | Person who has been given budget expenditure authority by their Campus President. |

Bi-Weekly Payroll - Hourly Job Authorization

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Form is also available at: <http://intranet.pcc.edu/pcc/forms.htm>

(Use for Student Help, Casual, and Part-time Faculty Non-instructional job assignments - Instructions on back)

PORTLAND COMMUNITY COLLEGE Human Resources Department

(check one) Casual Employee Student Help (must be enrolled in a min of 6 cr hrs) Faculty Non-instructional hourly

- New Employee (attach required completed I-9)
- Additional job
- Change of existing job, suffix no. _____
- Other (Explain) _____

ID _____ NAME _____
Last First MI

Position No. _____ Department ORG Code No. _____

Work performed from _____ to _____
(leave blank if job is to end last pay period of FY)

Description of work _____

Job Assignment Employee Class _____ Salary table _____ Grade _____ Step _____

Hours Authorized _____

Hourly Rate \$ _____

Campus, Center or Job location if other than PCC Campus/Bldg/Room _____

Campus Telephone _____

For Department records:

Hours Auth _____ x Rate of Pay _____ = Total Pay _____

Immediate Supervisor _____ Ext. _____

Completed By _____ Ext. _____ Date _____

Authorized Signature _____ Date _____

FOR HUMAN RESOURCES USE ONLY Banner Entry Date _____ By _____

Suff No. _____ Labor Dist Acct Override _____

Distribution: Original to HRIS, copy for employing department

Comment [JA1]: