

# PORTLAND COMMUNITY COLLEGE

## Bi-Weekly Time Report

(mark one)

<input type="checkbox"/> Casual Part Time	<input checked="" type="checkbox"/> Faculty Non-Instructional
<input type="checkbox"/> Student Help	<input type="checkbox"/> One Term Daily Rate
<input type="checkbox"/> Federal Work Study	

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

High School & Faculty Name:	
PCC Subject & Course:	

### 2021-2022 Reporting Period (mark one)

Note: One timesheet per bi-weekly period

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

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	Notes
<b>TOTALS:</b>	0	In-district Mileage enter here >> 0

#### 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.

<b>Payroll use only</b>

#### 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. <span style="color: red;">x7737</span>

PORTLAND COMMUNITY COLLEGE  
AUTOMOBILE MILEAGE SHEET

[http://intranet.pcc.edu/finance/payroll/mileage\\_chart.htm](http://intranet.pcc.edu/finance/payroll/mileage_chart.htm)

Name:				ID#	
DATE	Position No	FROM *	TO	MILES	PURPOSE
*When commuting from home to a destination other than the employee's main or regular "workplace," e.g., <b>Dual Credit</b> site visit, etc., the reimbursable mileage is computed by taking the round trip (home to destination(s) to home) mileage for the day, and subtracting the "home to workplace" mileage (a non-deductible expense); the remainder is the daily reimbursable mileage. (see PCC policy at <a href="https://www.pcc.edu/hr/compensation/mileage/">https://www.pcc.edu/hr/compensation/mileage/</a> for more info.					

TOTAL MILEAGE →

Refer to PCC Travel Policy found on the PCC Web  
at <http://intranet/finance/purchase/travel.htm>

Employee Signature/Date	Supervisor's Signature/Date
-------------------------	-----------------------------