

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:	

2023-2024 Reporting Period (mark one)

Note: One timesheet per bi-weekly period

<input type="checkbox"/> #15 Jun 25 - Jul 8	<input type="checkbox"/> #21 Sep 17 - Sep 30	<input type="checkbox"/> #1 Dec 10 - Dec 23	<input type="checkbox"/> #7 Mar 3 - Mar 16	<input type="checkbox"/> #13 May 26 - Jun 8
<input type="checkbox"/> #16 Jul 9 - Jul 22	<input type="checkbox"/> #22 Oct 1 - Oct 14	<input type="checkbox"/> #2 Dec 24 - Jan 6	<input type="checkbox"/> #8 Mar 17 - Mar 30	<input type="checkbox"/> #14 Jun 9 - Jun 22
<input type="checkbox"/> #17 Jul 23 - Aug 5	<input type="checkbox"/> #23 Oct 15 - Oct 28	<input type="checkbox"/> #3 Jan 7 - Jan 20	<input type="checkbox"/> #9 Mar 31 - Apr 13	
<input type="checkbox"/> #18 Aug 6 - Aug 19	<input type="checkbox"/> #24 Oct 29 - Nov 11	<input type="checkbox"/> #4 Jan 21 - Feb 3	<input type="checkbox"/> #10 Apr 14 - Apr 27	
<input type="checkbox"/> #19 Aug 20 - Sep 2	<input type="checkbox"/> #25 Nov 12 - Nov 25	<input type="checkbox"/> #5 Feb 4 - Feb 17	<input type="checkbox"/> #11 Apr 28 - May 11	
<input type="checkbox"/> #20 Sep 3 - Sep 16	<input type="checkbox"/> #26 Nov 26 - Dec 9	<input type="checkbox"/> #6 Feb 18 - Mar 2	<input type="checkbox"/> #12 May 12 - May 25	

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

Date (mo/day/yr)	Hours Worked	Notes
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. x7737

