

HR 101 Quick Sheet

The Two Types of Employees

	Monthly	Bi-Weekly
Employee Class:	<ul style="list-style-type: none"> • Academic Professional • Administrative (Manager) • Classified • Confidential • Executive • Full-Time Faculty 	<ul style="list-style-type: none"> • Casual Employee • Student Employee • Part-Time Faculty
Position Type:	Single (one per Employee)	Pooled (shared among employees)
Position Suffix:	All monthly positions have Suffix: 00	Starts at 01 and goes up Exception: Student Employees on Work Study (00)
Timesheets:	Full-Time employees enter exceptional time	Bi-Weekly employees enter time worked

Common HR Terminology

HR Term	Description
Authorization Form	Form that makes an employee eligible to be paid
Class Code	2-letter code for each employee class (i.e. Full-Time Classified: CF)
Employee Class	Employee category based on hours and responsibilities (i.e. Classified)
FTE	Full-Time Equivalency (For example, 1.0 is full-time (2,080 hrs/yr)).
Grade	A classification's predetermined compensation level
Incumbent	An employee currently holding a position
Position Number	6-digit number assigned to each job by HR
Position Suffix	2-digit number assigned to an employee's job once that position is authorized
Salary Schedule	Salary matrix listing compensation levels by Grade and Step
Step	A classification's salary increment that increases with experience

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Navigating the HR Website (pcc.edu/hr)

Employment Link

- Onboarding resources
- FTE and Class Codes
- Job Classification and Description

Compensation Link

- Timesheet Instructions
- Payroll Calendars
- Salary Schedules

Human Resources Information Systems Link

- Personnel Actions with instructions
- HR Business Process training document library
- HRIS forms
- HRIS news and announcements

Human Resources
Downtown Center 321 | 971-722-5867

Current Jobs @ PCC
[Job Opportunities](#)
Includes current job openings and status of applications received.

Employment
[Employment](#)
Includes new employee information, hiring information for managers, job classification descriptions and forms, assessment documents and exit information.

Benefits
[Benefits](#)
Includes benefits, eligibility and enrollment information.

Compensation
[Compensation](#)
Includes salary schedules, pay authorization forms, payroll schedules, timesheets and annual work schedule planning calendars.

[Contracts, Handbooks, Policies, Procedures, Standards and Guidelines](#)
Includes contracts and handbooks, policies and facts about PCC.

[Professional and Organizational Development](#)
Continually developing the professional and personal capacity of all members of the community.

[Human Resources Information Systems \(HRIS\)](#)
HRIS creates and activates employee job records in Banner, terminates job records and processes employees' authorization for pay forms.

[Contacts](#)
Gives you specific contacts for different HR needs.

Announcements

- [MyCareer@PCC](#) is live! [See more information and resource guides.](#)
- October is [National Disability Employment Awareness Month \(NDEAM\)](#).