

PORTLAND COMMUNITY COLLEGE

HOURLY TIME REPORT

For Daily Rate Faculty, PT Classified and PT Academic Professionals

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

Reporting Periods (mark one)	
<input type="checkbox"/> June 21-Jul 20	<input type="checkbox"/> Dec 21- Jan 20
<input type="checkbox"/> Jul 21- Aug 20	<input type="checkbox"/> Jan 21- Feb 20
<input type="checkbox"/> Aug 21- Sep 20	<input type="checkbox"/> Feb 21 - Mar 20
<input type="checkbox"/> Sep 21- Oct 20	<input type="checkbox"/> Mar 21- Apr 20
<input type="checkbox"/> Oct 21- Nov 20	<input type="checkbox"/> Apr 21- May 20
<input type="checkbox"/> Nov 21- Dec 20	<input type="checkbox"/> May 21- Jun 20

NAME _____
(last) (first)

ID# **G** _____

Go to MYPCC and click on "my profile" to get your G#

Job Description: _____

Information and mileage report on the reverse side

Any Changes made to this time report must be initialed by both the employee and the supervisor

DATE	Hours Worked			Hours Absent			Other Leave hours and Leave Codes	
	Shift	REG	OT	Sick-Self	Sick Fam	Vacation	Hours	Code
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

- BEF- Bereavement-Ext. Family
 - BF - Bereavement-Friend (EF/AF)
 - BFC- Bereavement Friend-COMP (CF)
 - BFD- Bereavement-W/O PAY
 - BFS- Bereavement-SICK (CF)
 - BFV- Bereavement-VACATION (CF)
 - BFY- Bereavement-Family
 - CLO- School Closure
 - CTW- Court Witness
 - EMG- Emergency Medical Leave
 - HOL- Holiday/Alternative Holiday
 - INC- Incentive Leave
 - JD - Jury Duty
 - LP - Lead Pay
 - OCP- On Call Pay
 - PER Personal Leave
- HR Approved Leaves**
- CLB- Sick Leave Bank
 - FMC- Family Medical-COMP
 - FMD- Family Medical-W/O PAY
 - FMS- Family Medical-SICK
 - FMV- Family Medical-VACATION
 - OJC- On Job Injury-COMP
 - OJD- On Job Injury-W/O PAY
 - OJS- On Job Injury-SICK
 - OJV- On Job Injury-VACATION
- OT Codes-CF & CO only**
Indicate Shift OT worked
- OT - Authorized Overtime
 - EP - Essential Personnel
 - TA - Technical Assistance
 - CB - Call Back

Totals -->	-	-	-	-	-	-	
Reg Hrs-->		OT5	SCK	SDK	VAC		
Swing Hrs->							
Night Hrs ->							

(Payroll Use Only)

I wish to convert overtime hours to _____ CT5
Compensatory Leave *initial here >*

Mileage
enter here >

I declare this to be a correct report of my work that will be used to determine my earnings.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____ Contact Person for Payroll Dept. Questions: _____
Name: _____ Ext _____