Bi-Weekly Time Report
(mark one)

Casual Part Time  Faculty Non-Instructional
Student Help  One Term Daily Rate

Date  Hours  Labor Account  Override

1000  T40800  1222  24

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.

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.

Payroll use only

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

Go to MYPCC & click on “my profile” to get your G#