

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:	

2024-2025 Reporting Period (mark one)

Note: One timesheet per bi-weekly period

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

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.

<u>Payroll use only</u>

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

