
MONTHLY TIME REPORTS MUST BE COMPLETED, SIGNED, AND DELIVERED TO THE PAYROLL OFFICE BY 5:00 PM ON THE LAST WORKING DAY OF THE MONTH.

Employees must perform the following:

- 1) Obtain a white time report. These are available in the rack located outside of the Print Shop. Forms are also available on the Network Neighborhood.
- 2) Enter the following information:
 - a. Your Full Name (not your nickname)
 - b. Your Social Security Number (SSN#)
 - c. The Month and Year in which the hours were worked.
 - d. Your Job and Department
 - e. The two digit fund, four digit unit, and five digit object code (if unknown ask your supervisor)
- 3) If necessary, post hour adjustments from prior month end. Please write the date of the adjustment and have your supervisor initial.
- 4) Record timekeeping information **DAILY**. Please leave blank the days you do not work or use leave. Record work time of less than an hour in decimals.
- 5) On your last work day of the month do the following:
 - a. Enter and verify the total hours for each column.
Columns 2-3-4=5, 5+6+7+8+9+10+11+12+13=14, 15+16=3
 - b. Sign and date the time report in the space identified at the bottom.
- 6) Deliver the monthly time report to your supervisor. **IF YOUR SUPERVISOR IS NOT AVAILABLE**, deliver the report to the individual your supervisor reports to.

Supervisors must perform the following:

- 1) Verify the Fund, Unit, and Object code
- 2) Verify the accuracy of the timekeeping and payroll information as well as the payroll summary for each day worked. Reconcile any discrepancies with the employee.
- 3) Verify employee has signed and dated the monthly time report. **IF THE EMPLOYEE HAS NOT SIGNED THE REPORT**, you still need to process it. **DO NOT** wait for their signature. Oregon Law requires that the college pay employees for their work.
- 4) Verify the accuracy of the TOTAL row.
- 5) If an employee worked on a holiday, please initial that they worked.

TIME REPORTS THAT ARE INCOMPLETE OR INACCURATE WILL BE RETURNED THE SUPERVISOR.

It may be necessary to estimate hours for the last day or two of each month to have time sheets completed and delivered on time. The prior month adjustment line is designed to reconcile end of month estimates. Flex time may not be reconciled with a prior month adjustment.

SUPERVISORS are responsible to for having **ALL** time sheets **completed and turned in to the payroll office** on time. Incomplete time reports will be returned to the supervisor for completion. If time reports are late, there may be a delay in processing the paycheck.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PAYROLL OFFICE AT EXT. 7204.
