Hourly Hires/Timesheets

The Graduate School of Education hires hourly employees to meet different needs within the departments. The following steps should be completed by the direct supervisor and/or budget authority for pay index.

To Hire Hourly Wage Employee:
1) Direct supervisor (and/or budget authority for index to be used) provides department assistant with appropriate information to create hourly wage letter. If individual to be hired is not in BANNER as current/recent employee, request individual to visit Human Resources to complete necessary paperwork (will need to show Social Security card and I-9 verification documents to Human Resources personnel).
2) Forward signed wage letter to Human Resources (budget authority for index should sign/initial).
3) Allow employee to begin work.

To Hire Hourly Student Employee:
1) Advise student to go to Human Resources to complete necessary paperwork and receive HRC employment authorization sticker on student PSU ID card.
2) Complete GSE Student Employee Action form (contact GSE CFO for form).
3) Obtain budget authority (e.g., Department Chair, Grant PI) signature on Student Employee Action form.
4) Forward completed form to Department Administrative Assistant for processing.
5) Allow student to begin work.

Employee Timesheet Details:
1) Classified hourly employees are to account for all appointment hours on each timesheet. For example, total hours worked and other time taken (i.e., vacation, personal, LWOP) should equal hours of appointment.
2) If an employee works six hours in a day, required to take a minimum 30-minute lunch break (lunch break is not to be taken at end of shift).

To Change/Terminate Hourly Student Employee:
1) Complete GSE Student Employee Action form as soon as aware of action.
2) Obtain budget authority signature on Student Employee Action form.
3) Forward completed form to Department Administrative Assistant for processing.

To Approve Monthly Timesheet/Hours for Hourly Employees:
1) Advise employee of web time entry procedures; available on Human Resources website: http://www.pdx.edu/hr/timesheets
2) Advise employee of timesheet approval procedures:
   - Employee submits timesheet through Banweb
   - When timesheet shows in pending queue, department approver checks pay index number, hourly rate, no holidays worked unless approved in advance by direct supervisor, hours agree with hire letter – and then prints timesheet to pdf and sends via email to employee’s direct supervisor/budget authority for approval; upon confirmation of approval from direct supervisor/budget authority, department assistant/approver completes approval process in Banweb
3) When employee is unable to submit online timesheet, must prepare paper timesheet:
   - Employee prints, signs, and forwards hard copy to direct supervisor/budget authority for approval signature
   - Signed timesheet is submitted to:
     1. department assistant/approver if not paid by grant funds.
     2. DRA if paid by grant funds
       a. DRA submits original to HR and scanned copy to rspspa@pdx.edu

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