

Portland State University

DEPARTMENT TIME ENTRY TIMEKEEPER IDENTIFICATION FORM

Complete one form for each position number.

Position Information		Effective Date:	
Position No.		Organization Code	
Department		Mail Code	
Position Type: <input type="checkbox"/> Student Regular Wage <input type="checkbox"/> Student Work Study <input type="checkbox"/> Temporary Staff <input type="checkbox"/> Hourly Academic Wage			

Identify the timekeeper for the position number listed above. The timekeeper is the individual responsible for electronically entering the hours and verifying labor distributions charged.

Timekeeper Information			
Name			
Email address			
Position Number		Banner ID	
Is individual replacing someone?	If yes, who?	Banner ID	
Signature			Date
Office Use Only	<input type="checkbox"/> PHATIME	<input type="checkbox"/> NTRPROX	<input type="checkbox"/> Timekeeping List

Please identify two timekeeper proxies. The "Proxy" will assume timesheet entry authority in the event of the Primary Timekeeper's absence.

Timekeeper Proxy 1 Information			
Name			
Email address			
Position Number		Banner ID	
Signature			Date
Office Use Only	<input type="checkbox"/> PHATIME	<input type="checkbox"/> Timekeeping List	

Timekeeper Proxy 2 Information			
Name			
Email address			
Position Number		Banner ID	
Signature			Date
Office Use Only	<input type="checkbox"/> PHATIME	<input type="checkbox"/> Timekeeping List	

Signatures	
Department Head/Director/Chair	Date
HRC (for HRIS)	Date