

**PORTLAND STATE UNIVERSITY**

**HOURLY TIMESHEET**

Name (last) _____ (first) _____ (middle) _____	Soc. Sec. No _____	Pay Period Beginning & Ending Date _____	ECLS _____	Home Org _____
		Position # _____	Suffix _____	Department Org Title _____

EARN CODE	UNITS	RATE	COA	INDEX	FUND	ORG	ACCT	PROG	ACTI	PAY AMOUNT	PAR CODE	COST SHARE FOR INDEX	% TOTAL EFFORT

**WORK ACTIVITY RECORD**

DAY	DATE	HOURS	DAY	DATE	HOURS	DAY	DATE	HOURS	DAY	DATE	HOURS	DAY	DATE	HOURS
SUN			SUN			SUN			SUN			SUN		
MON			MON			MON			MON			MON		
TUE			TUE			TUE			TUE			TUE		
WED			WED			WED			WED			WED		
THUR			THUR			THUR			THUR			THUR		
FRI			FRI			FRI			FRI			FRI		
SAT			SAT			SAT			SAT			SAT		
<b>TOTAL HOURS</b>			<b>TOTAL HOURS</b>			<b>TOTAL HOURS</b>			<b>TOTAL HOURS</b>			<b>TOTAL HOURS</b>		

If Personnel Activity Report Data: This is to certify that the activity reported represents a reasonable estimate of the work performed.

\_\_\_\_\_ Date \_\_\_\_\_

(Person having first-hand knowledge of employee's total effort)

List the detail administrative tasks performed for DAD (Departmental Administration), SPA (Sponsored Projects Administration) or GAG (General Administration and General); or other comments.

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Departmental PAR Coordinator

\_\_\_\_\_ Date \_\_\_\_\_

Research Accounting

MUST COMPLETE IF FWSP		
Award		
Earned to Date		
Balance Remaining		

I am enrolled as an <input type="checkbox"/> undergraduate <input type="checkbox"/> graduate student for _____ credit hours and certify that hours worked as shown are correct.	<b>GRAND TOTAL</b>	
Employee _____ Date _____		
Supervisor or Department Head _____ Date _____		

**PAYROLL USE ONLY**