

X DROP OFF BY MONDAY, 1:00 P.M.



DEPAUL INDUSTRIES

DePaul Industries
 Staffing Services
 4950 N.E. Martin Luther King Jr. Blvd.
 Portland, OR 97211

TEL. (503) 281-1289
 FAX (503) 284-0548
 TTY (503) 331-3828

Open M-F 8:00 a.m. to 5:00 p.m.
 Mail Slot open 7 days a week

PORT of PORTLAND TIME SHEET

EMPLOYEE NAME _____

WEEK ENDING:

EMPLOYEE NUMBER

JOB NUMBER:

DIVISION/CENTER #	PROJ	TASK	MON		TUE		WED		THUR		FRI		SAT		SUN		TOTAL WEEKLY HOURS		PORT STAFF APPROVAL	
			REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.	REG.	O.T.		
TOTAL HOURS																				

I certify that I have worked the hours listed on this time sheet. While on this assignment, I have not had any work-related injuries or illnesses that I have not reported to DePaul Industries. I understand that failure to notify my DePaul Industries Employment Specialist of the completion of any assignment will be considered job abandonment and unemployment benefits will be denied.

EMPLOYEE SIGNATURE _____

TOTAL HOURS (In decimals) _____

CHECKS ARE AVAILABLE FOR PICKUP AFTER 8 AM ON FRIDAYS
 All checks not picked up by Friday at 4:00 p.m. will be mailed at that time.

- ORIGINAL DePaul Industries
- CANARY Port Accounts Payable
- PINK Non-Core Group - Customer File, CORE GROUP - Port Human Resources
- GOLDENROD Associate employee

To be filled out by payroll Specialist	
STRAIGHT TIME	_____
OVER TIME	_____
VACATION HOURS	_____
RNC HOURS	_____