

Linn-Benton Community College  
Human Resources

**WORKERS' COMPENSATION REPORTING  
(for Volunteers)**

*To be completed by Department*

**To:** Human Resources

**From:**

**Date:**

**RE:** Workers' Compensation for name of quarter, see below

Department:

FOAPAL#:

<u>Name</u>	<u>Position Title</u> <u>(As classed by HR)</u>	<u>Total Volunteer</u> <u>Hours for Quarter</u>
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Total: \_\_\_\_\_

Please e-mail this form to [culberd@linnbenton.edu](mailto:culberd@linnbenton.edu) or deliver to Human Resources for each of the following quarters:

- 1st Quarter:** Jul/Aug/Sept.: submit by October 1
- 2nd Quarter:** Oct/Nov/Dec.: submit by January 1
- 3rd Quarter:** Jan/Feb/Mar.: submit by April 1
- 4th Quarter:** Apr/May/Jun.: submit by July 1