North Country Community College

Time and Accrual Record

Base Pay Period Ending Date: 9.21.12

OT Period Ending Date: 9.16.12

TIMESHEETS MUST BE SUBMITTED TO PAYROLL ON MONDAY BY 9:00 AM OF SCHEDULED DATE UNLESS OTHERWISE INDICATED (See Reverse)

Employee Name: John Public

Supervisor Name: Jane Public

Department Name: Maintenance

Timesheets must be filled out according to the OT period indicated on the back of this sheet.

		Hours Worked						Other Paid Hours							
Day of the Week	Date MM-DD-YY	Time In	Time (Lunch, etc.) Out	Time (Lunch, etc.) In	Time (Lunch, etc.) Out	Time (Lunch, etc.) In	Time Out	Sick / Family Illness	Vacation	Personal	Floating Holiday	Other (please explain)	Straight Time Hours Worked	Time and a Half Hours Worked	Shift Differential Total Hours
MON	09-03-12	Labor Day -	College	Closed								8.00			
TUE	09-04-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
WED	09-05-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
THU	09-06-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
FRI	09-07-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
SAT	09-08-12	9:00 AM	1:00 PM											4.00	
SUN															
MON	09-10-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
TUE	09-11-12								8.00						
WED	09-12-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
THU	09-13-12	7:00 AM	10:00 AM	12:00 PM	12:30 PM	1:00 PM	3:30 PM	2.00					6.00		
FRI	09-14-12	7:00 AM	12:00 PM	12:30 PM	3:30 PM								8.00		
SAT															
SUN															
							Totals	2.00	8.00			8.00	62.00	4.00	

Explanation of overtime:
9.08.12 boiler check, shoveled

FOR PAYROLL USE ONLY:

Straight Time Total:	
Time and a Half Total:	
Shift Differential Total:	

By signing below, the employee and supervisor are certifying the accuracy of this timesheet.

Signature of Employee: Date: 9/14/12

Signature of Supervisor: Date: 9/17/12