

**North Country Community College
Time and Accrual Record**

Base Pay Period Ending Date: _____
OT Period Ending Date: _____

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

Employee Name: _____
Department Name: _____

Supervisor Name: _____

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

Day of the Week	Date MM-DD-YY	Hours Worked						Other Paid Hours					Straight Time Hours Worked	Time and a Half Hours Worked	Shift Differential Total Hours
		Time In	Time Out (Lunch, etc.)	Time In (Lunch, etc.)	Time Out (Lunch, etc.)	Time In (Lunch, etc.)	Time Out	Sick / Family Illness	Vacation	Personal	Floating Holiday	Other (please explain)			
MON															
TUE															
WED															
THU															
FRI															
SAT															
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
SUN															
Totals															

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: _____

Signature of Supervisor: _____ Date: _____

2023-2024 SUPPORT STAFF TIMESHEET SCHEDULE

REMINDERS:

**TIMESHEETS MUST BE SUBMITTED TO PAYROLL BY 9:00 AM OF SCHEDULED DATE
USE OT PERIOD TO FILL OUT FRONT OF TIMESHEET**

OT Period	Base Pay Period	Timesheet Due Date	Pay Date
08.21.23 – 09.03.23	08.26.23 – 09.08.23	09.04.23	09.08.23
09.04.23 – 09.17.23	09.09.23 – 09.22.23	09.18.23	09.22.23
09.18.23 – 10.01.23	09.23.23 – 10.06.23	10.02.23	10.06.23
10.02.23 – 10.15.23	10.07.23 – 10.20.23	10.16.23	10.20.23
10.16.23 – 10.29.23	10.21.23 – 11.03.23	10.30.23	11.03.23
10.30.23 – 11.12.23	11.04.23 – 11.17.23	11.13.23	11.17.23
11.13.23 – 11.26.23	11.18.23 – 12.01.23	11.27.23	12.01.23
11.27.23 – 12.10.23	12.02.23 – 12.15.23	12.11.23	12.15.23
12.11.23 – 12.24.23	12.16.23 – 12.29.23	12.25.23	12.29.23
12.25.23 – 01.07.24	12.30.23 – 01.12.24	01.08.24	01.12.24
01.08.24 – 01.21.24	01.13.24 – 01.26.24	01.22.24	01.26.24
01.22.24 – 02.04.24	01.27.24 – 02.09.24	02.05.24	02.09.24
02.05.24 – 02.18.24	02.08.24 – 02.23.24	02.19.24	02.23.24
02.18.24 – 03.03.24	02.24.24 – 03.08.24	03.04.24	03.08.24
03.04.24 – 03.17.24	03.09.24 – 03.22.24	03.18.24	03.22.24
03.18.24 – 03.31.24	03.23.24 – 04.05.24	04.01.24	04.05.24
04.01.24 – 04.14.24	04.06.24 – 04.19.24	04.15.24	04.19.24
04.15.24 – 04.28.24	04.20.24 – 05.03.24	04.29.24	05.03.24
04.29.24 – 05.12.24	05.04.24 – 05.17.24	05.13.24	05.17.24
05.13.24 – 05.26.24	05.18.24 – 05.31.24	05.27.24	05.31.24
05.27.24 – 06.09.24	06.01.24 – 06.14.24	06.10.24	06.14.24
06.15.24 – 06.23.24	06.15.24 – 06.28.24	06.24.24	06.28.24
06.24.24 – 07.07.24	06.29.24 – 07.12.24	07.08.24	07.12.24
07.08.24 – 07.21.24	07.13.24 – 07.26.24	07.22.24	07.26.24
07.22.24 – 08.04.24	07.27.24 – 08.09.24	08.05.24	08.09.24
08.05.24 – 08.18.24	08.10.24 – 08.23.24	08.19.24	08.23.24
08.19.24 – 09.01.24	08.24.24 – 09.06.24	09.02.24	09.06.24

ALL DATES ARE SUBJECT TO CHANGE