

NORTH COUNTRY COMMUNITY COLLEGE
2023-2024
TEMPORARY PART-TIME STUDENT EMPLOYMENT TIMESHEET

Student Name: _____
PLEASE PRINT

Department Name: _____

TIME SHEETS MUST BE FILLED OUT IN BLACK OR BLUE INK.
TIME IN/OUT SHOULD BE ROUNDED TO THE NEAREST QUARTER HOUR.
TIME SHEETS MUST BE SUBMITTED TO PAYROLL
ON MONDAY BY 4:00 PM OF SCHEDULED DATE UNLESS OTHERWISE INDICATED (See Reverse)

Sign out for lunch/class and then back in on a daily basis.

MM/DD/YYYY	Time In	Time Out	Time In	Time Out	Total Hours	Payroll Use Only
TOTAL						

TIMESHEET WILL NOT BE ACCEPTED UNLESS ALL ITEMS HAVE BEEN COMPLETED.
STUDENTS AND SUPERVISORS MUST SIGN THE TIMESHEET IN ORDER FOR IT TO BE PROCESSED.

We certify this time record is a true and accurate statement of the hours worked.

Student Signature: _____

Supervisor Signature: _____

Today's Date: _____

Today's Date: _____

IMPORTANT REMINDERS:

- Students will not be paid until all forms have been completed & returned to Enrollment and Financial Aid Office and/or Payroll.
- All timesheets are to be turned into Payroll by 4:00 pm on due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2023 – SPRING 2024 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.14.23 – 08.27.23	08.28.23	09.08.23
08.28.23 – 09.10.23	09.11.23	09.22.23
09.11.23 – 09.24.23	09.25.23	10.06.23
09.35.23 – 10.08.23	10.09.23	10.20.23
10.09.23 – 10.22.23	10.23.23	11.03.23
10.23.23 – 11.05.23	11.06.23	11.17.23
11.06.23 – 11.19.23	11.20.23	12.01.23
11.20.23 – 12.03.23	12.04.23	12.15.23
12.04.23 – 12.17.23	12.18.23	12.29.23
12.18.23 – 12.31.23	01.01.24	01.12.24
01.01.24 – 01.14.24	01.15.24	01.26.24
01.15.24 – 01.28.24	01.29.24	02.09.24
01.29.24 – 02.11.24	02.12.24	02.23.24
02.12.24 – 02.25.24	02.26.24	03.08.24
02.26.24 – 03.10.24	03.11.24	03.22.24
03.11.24 – 03.24.24	03.25.24	04.05.24
03.25.24 – 04.07.24	04.08.24	04.19.24
04.08.24 – 04.21.24	04.22.24	05.03.24
04.22.24 – 05.05.24	05.06.24	05.17.24
05.06.24 – 05.19.24	05.20.24	05.31.24
05.20.24 – 06.02.24	06.03.24	06.14.24
06.03.24 – 06.16.24	06.17.24	06.28.24
06.17.24 – 06.30.24	07.01.24	07.12.24
07.01.24 – 07.14.24	07.15.24	07.26.24
07.15.24 – 07.28.24	07.29.24	08.09.24
07.29.24 – 08.11.24	08.12.24	08.23.24
08.12.24 – 08.25.24	08.26.24	09.06.24

ALL DATES ARE SUBJECT TO CHANGE

RESPONSIBILITIES:

You should consider your student employment as a regular job. It is your responsibility to:

- Work the hours you have agreed to.
- Inform your supervisor **in advance** if for some reason you cannot make your assignment.
- Perform your assignment in a satisfactory manner.
- If work interferes with your studies, arrange fewer hours of employment with your supervisor.

You need to be a student first.

- Notify your supervisor and the Work-Study Coordinator, if applicable, should you choose to terminate your employment – a signed/dated Student Release Form **must** be submitted.