

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 (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)			
MON															
TUE															
WED															
THU															
FRI															
SAT															
SUN															
MON															
TUE															
WED															
THU															
FRI															
SAT															
SUN															
Totals															

Explanation of overtime:

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: _____

2025-2026 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
08.18.25 – 08.31.25	08.23.25 – 09.05.25	09.02.25	09.05.25
09.01.25 – 09.14.25	09.06.25 – 09.19.25	09.15.25	09.19.25
09.15.25 – 09.28.25	09.20.25 – 10.03.25	09.29.25	10.03.25
09.29.25 – 10.12.25	10.04.25 – 10.17.25	10.13.25	10.17.25
10.13.25 – 10.26.25	10.18.25 – 10.31.25	10.27.25	10.31.25
10.27.25 – 11.09.25	11.01.25 – 11.14.25	11.10.25	11.14.25
11.10.25 – 11.23.25	11.15.25 – 11.28.25	11.24.25	11.28.25
11.24.25 – 12.07.25	11.29.25 – 12.12.25	12.08.25	12.12.25
12.08.25 – 12.21.25	12.13.25 – 12.26.25	12.22.25	12.26.25
12.22.25 – 01.04.26	12.27.25 – 01.09.26	01.05.26	01.09.26
01.05.26 – 01.18.26	01.10.26 – 01.23.26	01.20.26	01.23.26
01.20.26 – 02.01.26	01.24.26 – 02.06.26	02.02.26	02.06.26
02.02.26 – 02.15.26	02.07.26 – 02.20.26	02.16.26	02.20.26
02.16.26 – 03.01.26	02.21.26 – 03.06.26	03.02.26	03.06.26
03.02.26 – 03.15.26	03.07.26 – 03.20.26	03.16.26	03.20.26
03.16.26 – 03.29.26	03.21.26 – 04.03.26	03.30.26	04.03.26
03.30.26 – 04.12.26	04.04.26 – 04.17.26	04.13.26	04.17.26
04.13.26 – 04.26.26	04.17.26 – 05.01.26	04.27.26	05.01.26
04.27.26 – 05.10.26	05.01.26 – 05.15.26	05.11.26	05.15.26
05.11.26 – 05.25.26	05.16.26 – 05.29.26	05.26.26	05.29.26
05.26.26 – 06.07.26	05.30.26 – 06.12.26	06.08.26	06.12.26
06.08.26 – 06.21.26	06.13.26 – 06.26.26	06.22.26	06.26.26
06.22.26 – 07.05.26	06.27.26 – 07.10.26	07.06.26	07.10.26
07.06.26 – 07.19.26	07.11.26 – 07.24.26	07.20.26	07.24.26
07.20.26 – 08.02.26	07.25.26 – 08.07.26	08.03.26	08.07.26
08.03.26 – 08.16.26	08.08.26 – 08.21.26	08.17.26	08.21.26
08.17.26 – 08.30.26	08.22.26 – 09.04.26	08.31.26	09.04.26

ALL DATES ARE SUBJECT TO CHANGE