

**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																
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: _____

2018 – 2019 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
08.27.18 – 09.09.18	09.01.18 – 09.14.18	09.10.18	09.14.18
09.10.18 – 09.23.18	09.15.18 – 09.28.18	09.24.18	09.28.18
09.24.18 – 10.07.18	09.29.18 – 10.12.18	10.09.18	10.12.18
10.08.18 – 10.21.18	10.13.18 – 10.26.18	10.22.18	10.26.18
10.22.18 – 11.04.18	10.27.18 – 11.09.18	11.05.18	11.09.18
11.05.18 – 11.18.18	11.10.18 – 11.23.18	11.19.18	11.21.18
11.19.18 – 12.02.18	11.24.18 – 12.07.18	12.03.18	12.07.18
12.03.18 – 12.16.18	12.08.18 – 12.21.18	12.17.18	12.21.18
12.17.18 – 12.30.18	12.22.18 – 01.04.19	01.02.19	01.04.19
12.31.19 – 01.13.19	01.05.19 – 01.18.19	01.14.19	01.18.19
01.14.19 – 01.27.19	01.19.19 – 02.01.19	01.28.19	02.01.19
01.28.19 – 02.10.19	02.02.19 – 02.15.19	02.11.19	02.15.19
02.11.19 – 02.24.19	02.16.19 – 03.01.19	02.25.19	03.01.19
02.25.19 – 03.10.19	03.02.19 – 03.15.19	03.11.19	03.15.19
03.11.19 – 03.24.19	03.16.19 – 03.29.19	03.25.19	03.29.19
03.25.19 – 04.07.19	03.30.19 – 04.12.19	04.08.19	04.12.19
04.08.19 – 04.21.19	04.13.19 – 04.26.19	04.22.19	04.26.19
04.22.19 – 05.05.19	04.27.19 – 05.10.19	05.06.19	05.10.19
05.06.19 – 05.19.19	05.11.19 – 05.24.19	05.20.19	05.24.19
05.20.19 – 06.02.19	05.25.19 – 06.07.19	06.03.19	06.07.19
06.03.19 – 06.16.19	06.08.19 – 06.21.19	06.17.19	06.21.19
06.17.19 – 06.30.19	06.22.19 – 07.05.19	07.01.19	07.05.19
07.01.19 – 07.14.19	07.06.19 – 07.19.19	07.15.19	07.19.19
07.15.19 – 07.28.19	07.20.19 – 08.02.19	07.29.19	08.02.19
07.29.19 – 08.11.19	08.03.19 – 08.16.19	08.12.19	08.16.19
08.12.19 – 08.25.19	08.17.19 – 08.30.19	08.26.19	08.30.19
08.26.19 – 09.08.19	08.31.19 – 09.13.19	09.09.19	09.13.19

ALL DATES ARE SUBJECT TO CHANGE