

NORTH COUNTRY COMMUNITY COLLEGE
FACILITIES AND GROUNDS PART-TIME EMPLOYEE
BI-WEEKLY TIME SHEET FOR 2018-2019 ACADEMIC YEAR

NAME _____
DEPARTMENT _____

TIMESHEETS MUST BE FILLED OUT IN BLACK OR BLUE INK
TIME IN/OUT SHOULD BE ROUNDED TO THE NEAREST QUARTER HOUR.

TIMESHEETS MUST BE SUBMITTED TO PAYROLL ON MONDAY BY 4:00PM OF SCHEDULED DATE UNLESS
OTHERWISE INDICATED (see reverse)

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	SHIFT DIFFERENTIAL	PAYROLL USE ONLY
Monday -							
Tuesday -							
Wednesday -							
Thursday -							
Friday -							
Saturday -							
Sunday -							
Monday -							
Tuesday -							
Wednesday -							
Thursday -							
Friday -							
Saturday -							
Sunday -							
TOTAL							

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

EMPLOYEE SIGNATURE _____ DATE _____	SUPERVISOR SIGNATURE _____ DATE _____
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2018 – 2019 PART TIME EMPLOYEE PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.20.18 – 09.02.18	09.04.18	09.14.18
09.03.18 – 09.16.18	09.17.18	09.28.18
09.17.18 – 09.30.18	10.01.18	10.12.18
10.01.18 – 10.14.18	10.15.18	10.26.18
10.15.18 – 10.28.18	10.29.18	11.09.18
10.29.18 – 11.11.18	11.12.18	11.21.18
11.12.18 – 11.25.18	11.26.18	12.07.18
11.26.18 – 12.09.18	12.10.18	12.21.18
12.10.18 – 12.23.18	01.02.19	01.04.19
12.24.18 – 01.06.19	01.07.19	01.18.19
01.07.19 – 01.20.19	01.22.19	02.01.19
01.21.19 – 02.03.19	02.04.19	02.15.19
02.04.19 – 02.17.19	02.19.19	03.01.19
02.18.19 – 03.03.19	03.04.19	03.15.19
03.04.19 – 03.17.19	03.18.19	03.29.19
03.18.19 – 03.31.19	04.01.19	04.12.19
04.01.19 – 04.14.19	04.15.19	04.26.19
04.15.19 – 04.28.19	04.29.19	05.10.19
04.29.19 – 05.12.19	05.13.19	05.24.19
05.13.19 – 05.26.19	05.28.19	06.07.19
05.27.19 – 06.09.19	06.10.19	06.21.19
06.10.19 – 06.23.19	06.24.19	07.05.19
06.24.19 – 07.07.19	07.08.19	07.19.19
07.08.19 – 07.21.19	07.22.19	08.02.19
07.22.19 – 08.04.19	08.05.19	08.16.19
08.05.19 – 08.18.19	08.19.19	08.30.19
08.19.19 – 09.01.19	09.02.19	09.13.19

ALL DATES ARE SUBJECT TO CHANGE