NORTH COUNTRY COMMUNITY COLLEGE
PART-TIME EMPLOYEE
BI-WEEKLY TIME SHEET FOR 2025-2026 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	PAYROLL USE ONLY
				TOTAL		

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

EMPLOYEE SIGNATURE _____ SUPERVISOR SIGNATURE _____

DATE _____ DATE _____

2025 – 2026 PART TIME EMPLOYEE PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.12.25 – 08.24.25	08.25.25	09.05.25
08.25.25 – 09.07.25	09.08.25	09.19.25
09.08.25 – 09.21.25	09.22.25	10.03.25
09.22.25 – 10.05.25	10.06.25	10.17.25
10.06.25 – 10.20.25	10.20.25	10.31.25
10.20.25 – 11.02.25	11.03.25	11.14.25
11.03.25 – 11.16.25	11.17.25	**11.28.25**
11.17.25 – 11.30.25	12.01.25	12.12.25
12.01.25 – 12.14.25	12.15.25	**12.26.25**
12.15.25 – 12.28.25	12.29.25	01.09.26
12.29.25 – 01.11.26	01.12.26	01.23.26
01.12.26 – 01.25.26	01.26.26	02.06.26
01.26.26 – 02.08.26	02.09.26	02.20.26
02.09.26 – 02.22.26	02.23.26	03.06.26
02.23.26 – 03.08.26	03.09.26	03.20.26
03.09.26 – 03.22.26	03.23.26	04.03.26
03.23.26 – 04.05.26	04.06.26	**04.17.26**
04.06.26 – 04.19.26	04.20.26	05.01.26
04.20.26 – 05.03.26	05.04.26	05.15.26
05.04.26 – 05.19.26	05.18.26	05.29.26
05.18.26 – 05.31.26	06.01.26	06.12.26
06.01.26 – 06.14.26	06.15.26	06.26.26
06.15.26 – 06.28.26	06.29.26	07.10.26
06.29.26 – 07.12.26	07.13.26	07.24.26
07.13.26 – 07.26.26	07.27.26	08.07.26
07.27.26 – 08.09.26	08.10.26	08.21.26
08.10.26 – 08.23.26	08.24.26	09.04.26

ALL DATES ARE SUBJECT TO CHANGE