

NORTH COUNTRY COMMUNITY COLLEGE
2025-2026
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 the due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2025 – SPRING 2026 STUDENT PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.11.25 – 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 – 10.19.25	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 – 05.17.26	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 – 08.24.26	08.24.26	09.04.26

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.