

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: _____

2024-2025 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
08.19.24 – 09.01.24	08.24.24 – 09.06.24	09.03.24	09.06.24
09.02.24 – 09.15.24	09.07.24 – 09.20.24	09.16.24	09.20.24
09.16.24 – 09.29.24	09.21.24 – 10.04.24	09.30.24	10.04.24
09.30.24 – 10.13.24	10.05.24 – 10.18.24	10.15.24	10.18.24
10.14.24 – 10.27.24	10.19.24 – 11.01.24	10.28.24	11.01.24
10.28.24 – 11.10.24	11.02.24 – 11.15.24	11.11.24	11.15.24
11.11.24 – 11.24.24	11.16.24 – 11.29.24	11.25.24	11.29.24
11.25.24 – 12.08.24	11.30.24 – 12.13.24	12.09.24	12.13.24
12.09.24 – 12.22.24	12.14.24 – 12.27.24	12.23.24	12.27.24
12.23.24 – 01.05.25	12.28.24 – 01.10.25	01.06.25	01.10.25
01.06.25 – 01.19.25	01.11.25 – 01.24.25	01.21.25	01.24.25
01.20.25 – 02.02.25	01.25.25 – 02.07.25	02.03.25	02.07.25
02.03.25 – 02.16.25	02.08.25 – 02.21.25	02.18.25	02.21.25
02.17.25 – 03.02.25	02.22.25 – 03.07.25	03.03.25	03.07.25
03.03.25 – 03.16.25	03.08.25 – 03.21.25	03.17.25	03.21.25
03.17.25 – 03.30.25	03.22.25 – 04.04.25	03.31.25	04.04.25
03.31.25 – 04.13.25	04.05.25 – 04.18.25	04.14.25	04.18.25
04.14.25 – 04.27.25	04.19.25 – 05.02.25	04.28.25	05.02.25
04.28.25 – 05.11.25	05.03.25 – 05.16.25	05.12.25	05.16.25
05.12.25 – 05.25.25	05.17.25 – 05.30.25	05.27.25	05.30.25
05.26.25 – 06.08.25	05.31.25 – 06.13.25	06.09.25	06.13.25
06.09.25 – 06.22.25	06.14.25 – 06.27.25	06.23.25	06.27.25
06.23.25 – 07.06.25	06.28.25 – 07.11.25	07.07.25	07.11.25
07.07.25 – 07.20.25	07.12.25 – 07.25.25	07.21.25	07.25.25
07.21.25 – 08.03.25	07.26.25 – 08.08.25	08.04.25	08.08.25
08.04.25 – 08.17.25	08.09.25 – 08.22.25	08.18.25	08.22.25
08.18.25 – 08.31.25	08.23.25 – 09.05.25	09.01.25	09.05.25

ALL DATES ARE SUBJECT TO CHANGE