

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: _____ Supervisor Name: _____
Department 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	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: _____

2026-2027 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
08.17.26 – 08.30.26	08.22.26 – 09.04.26	08.31.26	09.04.26
08.31.26 – 09.13.26	09.05.26 – 09.18.26	09.14.26	09.18.26
09.14.26 – 09.27.26	09.19.26 – 10.02.26	09.28.26	10.02.26
09.28.26 – 10.11.26	10.03.26 – 10.16.26	10.13.26	10.16.26
10.12.26 – 10.25.26	10.17.26 – 10.30.26	10.26.26	10.30.26
10.26.26 – 11.08.26	10.31.26 – 11.13.26	11.09.26	11.13.26
11.09.26 – 11.22.26	11.14.26 – 11.27.26	11.23.26	11.27.26
11.23.26 – 12.06.26	11.28.26 – 12.11.26	12.07.26	12.11.26
12.07.26 – 12.20.26	12.12.26 – 12.25.26	12.21.26	12.24.26
12.21.26 – 01.03.27	12.26.26 – 01.08.27	01.04.27	01.08.27
01.04.27 – 01.17.27	01.09.27 – 01.22.27	01.19.27	01.22.27
01.18.27 – 01.31.27	01.23.27 – 02.05.27	02.01.27	02.05.27
02.01.27 – 02.14.27	02.06.27 – 02.19.27	02.16.27	02.19.27
02.15.27 – 02.28.27	02.20.27 – 03.05.27	03.01.27	03.05.27
03.01.27 – 03.14.27	03.06.27 – 03.19.27	03.15.27	03.19.27
03.15.27 – 03.28.27	03.20.27 – 04.02.27	03.29.27	04.02.27
03.29.27 – 04.11.27	04.03.27 – 04.16.27	04.12.27	04.16.27
04.12.27 – 04.25.27	04.17.27 – 04.30.27	04.26.17	04.30.27
04.26.27 – 05.09.27	05.01.27 – 05.14.27	05.10.27	05.14.27
05.10.27 – 05.23.27	05.15.27 – 05.28.27	05.24.27	05.28.27
05.24.27 – 06.06.27	05.29.27 – 06.11.27	06.07.27	06.11.27
06.07.27 – 06.20.27	06.12.27 – 06.25.27	06.21.27	06.25.27
06.21.27 – 07.04.27	06.26.27 – 07.09.27	07.06.27	07.09.27
07.05.27 – 07.18.27	07.10.27 – 07.23.27	07.19.27	07.23.27
07.19.27 – 08.01.27	07.24.27 – 08.06.27	08.02.27	08.06.27
08.02.27 – 08.15.27	08.07.27 – 08.20.27	08.16.27	08.20.27
08.16.27 – 08.29.27	08.21.27 – 09.03.27	08.30.27	09.03.27

ALL DATES ARE SUBJECT TO CHANGE