

**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	Time In	Time (Lunch, etc.) In	Sick / Family Illness	Vacation	Personal	Floating Holiday	Other (please explain)				
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: _____

2021 – 2022 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
08.23.21 – 09.05.21	08.28.21 – 09.10.21	09.07.21	09.10.21
09.06.21 – 09.19.21	09.11.21 – 09.24.21	09.20.21	09.24.21
09.20.21 – 10.03.21	09.25.21 – 10.08.21	10.04.21	10.08.21
10.04.21 – 10.17.21	10.09.21 – 10.22.21	10.18.21	10.22.21
10.18.21 – 10.31.21	10.23.21 – 11.05.21	11.01.21	11.05.21
11.01.21 – 11.14.21	11.06.21 – 11.19.21	11.15.21	11.19.21
11.15.21 – 11.28.21	11.20.21 – 12.03.21	11.29.21	12.03.21
11.29.21 – 12.12.21	12.04.21 – 12.17.21	12.13.21	12.17.21
12.13.21 – 12.26.21	12.18.21 – 12.31.22	12.27.21	12.31.21
12.27.21 – 01.09.22	01.01.22 – 01.14.22	01.10.22	01.14.22
01.10.22 – 01.23.22	01.15.22 – 01.28.22	01.24.22	01.28.22
01.24.22 – 02.06.22	01.29.22 – 02.11.22	02.07.22	02.11.22
02.07.22 – 02.20.22	02.12.22 – 02.25.22	02.22.22	02.25.22
02.21.22 – 03.06.22	02.26.22 – 03.11.22	03.07.22	03.11.22
03.07.22 – 03.20.22	03.12.22 – 03.25.22	03.21.22	03.25.22
03.21.22 – 04.03.22	03.26.22 – 04.08.22	04.04.22	04.08.22
04.04.22 – 04.17.22	04.09.22 – 04.22.22	04.18.22	04.22.22
04.18.22 – 05.01.22	04.23.22 – 05.06.22	05.02.22	05.06.22
05.02.22 – 05.15.22	05.07.22 – 05.20.22	05.16.22	05.20.22
05.16.22 – 05.29.22	05.21.22 – 06.03.22	05.31.22	06.03.22
05.30.22 – 06.12.22	06.04.22 – 06.17.22	06.13.22	06.17.22
06.13.22 – 06.26.22	06.18.22 – 07.01.22	06.27.22	07.01.22
06.27.22 – 07.10.22	07.02.22 – 07.15.22	07.11.22	07.15.22
07.11.22 – 07.24.22	07.16.22 – 07.29.22	07.25.22	07.29.22
07.25.22 – 08.07.22	07.30.22 – 08.12.22	08.08.22	08.12.22
08.08.22 – 08.21.22	08.13.22 – 08.26.22	08.22.22	08.26.22
08.22.22 – 09.04.22	08.27.22 – 09.09.22	09.05.22	09.09.22

ALL DATES ARE SUBJECT TO CHANGE