

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

2019 – 2020 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
08.26.19 – 09.08.19	08.31.19 – 09.13.19	09.09.19	09.13.19
09.09.19 – 09.22.19	09.14.19 – 09.27.19	09.23.19	09.27.19
09.23.19 – 10.06.19	09.28.19 – 10.11.19	10.07.19	10.11.19
10.07.19 – 10.20.19	10.12.19 – 10.25.19	10.21.19	10.25.19
10.21.19 – 11.03.19	10.26.19 – 11.08.19	11.04.19	11.08.19
11.04.19 – 11.17.19	11.09.19 – 11.22.19	11.18.19	11.22.19
11.18.19 – 12.01.19	11.23.19 – 12.06.19	12.02.19	12.06.19
12.02.19 – 12.15.19	12.07.19 – 12.20.19	12.16.19	12.20.19
12.16.19 – 12.29.19	12.21.19 – 01.03.20	01.02.20	01.03.20
12.30.19 – 01.12.20	01.04.20 – 01.17.20	01.13.20	01.17.20
01.13.20 – 01.26.20	01.18.20 – 01.31.20	01.27.20	01.31.20
01.27.20 – 02.09.20	02.01.20 – 02.14.20	02.10.20	02.14.20
02.10.20 – 02.23.20	02.15.20 – 02.28.20	02.24.20	02.28.20
02.24.20 – 03.08.20	02.29.20 – 03.13.20	03.09.20	03.13.20
03.09.20 – 03.22.20	03.14.20 – 03.27.20	03.23.20	03.27.20
03.23.20 – 04.05.20	03.28.20 – 04.10.20	04.06.20	04.09.20
04.06.20 – 04.19.20	04.11.20 – 04.24.20	04.20.20	04.24.20
04.20.20 – 05.03.20	04.25.20 – 05.08.20	05.04.20	05.08.20
05.04.20 – 05.17.20	05.09.20 – 05.22.20	05.18.20	05.22.20
05.18.20 – 05.31.20	05.23.20 – 06.05.20	06.01.20	06.05.20
06.01.20 – 06.14.20	06.06.20 – 06.19.20	06.15.20	06.19.20
06.15.20 – 06.28.20	06.20.20 – 07.03.20	06.29.20	07.03.20
06.29.20 – 07.12.20	07.04.20 – 07.17.20	07.13.20	07.17.20
07.13.20 – 07.26.20	07.18.20 – 07.31.20	07.27.20	07.31.20
07.27.20 – 08.09.20	08.01.20 – 08.14.20	08.10.20	08.14.20
08.10.20 – 08.23.20	08.15.20 – 08.28.20	08.24.20	08.28.20
08.24.20 – 09.06.20	08.29.20 – 09.11.20	09.07.20	09.11.20

ALL DATES ARE SUBJECT TO CHANGE