

NORTH COUNTRY COMMUNITY COLLEGE
 FACILITIES AND GROUNDS PART-TIME EMPLOYEE
 BI-WEEKLY TIME SHEET FOR 2019-2020 ACADEMIC YEAR

NAME _____

DEPARTMENT _____

TIMESHEETS MUST BE FILLED OUT IN BLACK OR BLUE INK
 TIME IN/OUT SHOULD BE ROUNDED TO THE NEAREST QUARTER HOUR.

TIMESHEETS MUST BE SUBMITTED TO PAYROLL ON MONDAY BY 4:00PM OF SCHEDULED DATE UNLESS
 OTHERWISE INDICATED (see reverse)

DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	SHIFT DIFFERENTIAL	PAYROLL USE ONLY
Monday -							
Tuesday -							
Wednesday -							
Thursday -							
Friday -							
Saturday -							
Sunday -							
Monday -							
Tuesday -							
Wednesday -							
Thursday -							
Friday -							
Saturday -							
Sunday -							
TOTAL							

By signing below, the employee and supervisor are certifying the accuracy of this timesheet.

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

2019 – 2020 PART TIME EMPLOYEE PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.19.19 – 09.01.19	09.03.19	09.13.19
09.02.19 – 09.15.19	09.16.19	09.27.19
09.16.19 – 09.29.19	09.30.19	10.11.19
09.30.19 – 10.13.19	10.15.19	10.25.19
10.14.19 – 10.27.19	10.28.19	11.08.19
10.28.19 – 11.10.19	11.11.19	11.22.19
11.11.19 – 11.24.19	11.25.19	12.06.19
11.25.19 – 12.08.19	12.09.19	12.20.19
12.09.19 – 12.22.19	12.23.19	01.03.20
12.23.19 – 01.05.20	01.06.20	01.17.20
01.06.20 – 01.19.20	01.21.20	01.31.20
01.20.20 – 02.02.20	02.03.20	02.14.20
02.03.20 – 02.16.20	02.18.20	02.28.20
02.17.20 – 03.01.20	03.02.20	03.13.20
03.02.20 – 03.15.20	03.16.20	03.27.20
03.16.20 – 03.29.20	03.30.20	04.09.20
03.30.20 – 04.12.20	04.13.20	04.24.20
04.13.20 – 04.26.20	04.27.20	05.08.20
04.27.20 – 05.10.20	05.11.20	05.22.20
05.11.20 – 05.24.20	05.26.20	06.07.20
05.25.20 – 06.07.20	06.08.20	06.19.20
06.08.20 – 06.21.20	06.22.20	07.03.20
06.22.20 – 07.05.20	07.07.20	07.17.20
07.06.20 – 07.19.20	07.20.20	07.31.20
07.20.20 – 08.02.20	08.03.20	08.14.20
08.03.20 – 08.16.20	08.17.20	08.28.20
08.17.20 – 08.30.20	08.31.20	09.11.20

ALL DATES ARE SUBJECT TO CHANGE