

NORTH COUNTRY COMMUNITY COLLEGE  
PART-TIME EMPLOYEE  
BI-WEEKLY TIME SHEET FOR 2024-2025 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	PAYROLL USE ONLY
TOTAL						

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

EMPLOYEE SIGNATURE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

## 2024 – 2025 PART TIME EMPLOYEE PAYROLL SCHEDULE

Payroll Period	Timesheet Due Date	Pay Date
08.12.24 – 08.25.24	08.26.24	09.06.24
08.26.24 – 09.08.24	09.09.24	09.20.24
09.09.24 – 09.22.24	09.23.24	10.04.24
09.23.24 – 10.06.24	10.07.24	10.18.24
10.07.24 – 10.20.24	10.21.24	11.01.24
10.21.24 – 11.03.24	11.04.24	11.15.24
11.04.24 – 11.17.24	11.18.24	<b>11.29.24</b>
11.18.24 – 12.01.24	12.02.24	12.13.24
12.02.24 – 12.15.24	12.16.24	<b>12.27.24</b>
12.16.24 – 12.29.24	12.30.24	01.10.25
12.30.24 – 01.12.25	01.13.25	01.24.25
01.13.25 – 01.26.25	01.27.25	02.07.25
01.27.25 – 02.09.25	02.12.25	02.21.25
02.10.25 – 02.23.25	02.24.25	03.07.25
02.24.25 – 03.09.25	03.10.25	03.21.25
03.10.25 – 03.23.25	03.24.25	04.04.25
03.24.25 – 04.06.25	04.07.25	<b>04.18.25</b>
04.07.25 – 04.20.25	04.21.25	05.02.25
04.21.25 – 05.04.25	05.05.25	05.16.25
05.05.25 – 05.18.25	05.19.25	05.30.25
05.19.25 – 06.01.25	06.02.25	06.13.25
06.02.25 – 06.15.25	06.16.25	06.27.25
06.16.25 – 06.29.25	06.30.25	07.11.25
06.30.25 – 07.13.25	07.14.25	07.25.25
07.14.25 – 07.27.25	07.28.25	08.08.25
07.28.25 – 08.10.25	08.11.25	08.22.25
08.11.25 – 08.24.25	08.25.25	09.05.25

**ALL DATES ARE SUBJECT TO CHANGE**