

NORTH COUNTRY COMMUNITY COLLEGE  
 FACILITIES AND GROUNDS PART-TIME EMPLOYEE  
 BI-WEEKLY TIME SHEET FOR 2015-2016 ACADEMIC YEAR

NAME John Public  
 DEPARTMENT Maintenance

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
9/1/2015	6:00	10:30			4.5	4.5	
9/2/2015	6:00	10:30			4.5	4.5	
9/3/2015	6:00	10:30			4.5	4.5	
9/4/2015	4:00	8:30			4.5	4	
TOTAL						18.00	17.50

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

EMPLOYEE SIGNATURE *John Public* SUPERVISOR SIGNATURE *[Signature]*  
 DATE 9/4/15 DATE 9/4/15