

**North Country Community College
Time and Accrual Record**

Base Pay Period Ending Date: 9.21.12
OT Period Ending Date: 9.16.12

TIMESHEETS MUST BE SUBMITTED TO PAYROLL ON MONDAY BY 9:00 AM OF SCHEDULED DATE UNLESS OTHERWISE INDICATED (See Reverse)

Employee Name: John Public Supervisor Name: Jane Public
Department Name: Business Office

Timesheets must be filled out according to the OT period indicated on the back of this sheet.

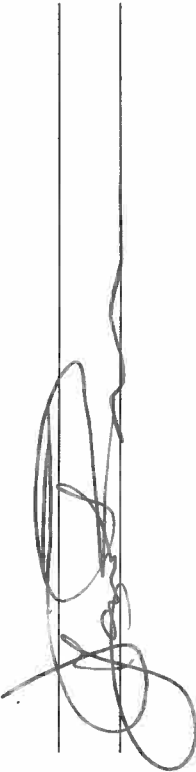
Day of the Week	Date MM-DD-YY	Hours Worked						Other Paid Hours					Shift Differential Total Hours				
		Time In	Time (Lunch, etc.) Out	Time (Lunch, etc.) In	Time (Lunch, etc.) Out	Time (Lunch, etc.) In	Time Out	Sick/ Family Illness	Vacation	Personal	Floating Holiday	Other (please explain)		Straight Time Hours Worked	Time and a Half Hours Worked		
MON	09-03-12	Labor Day -	College	Closed													
TUE	09-04-12	8:30 AM	12:00 PM	12:30 PM	4:30 PM								7.50				
WED	09-05-12	8:30 AM	12:00 PM	12:30 PM	4:30 PM												
THU	09-06-12	8:00 AM	12:00 PM	12:30 PM	5:00 PM												
FRI	09-07-12	8:00 AM	12:00 PM	12:30 PM	5:00 PM												
SAT	09-08-12	9:00 AM	1:00 PM													0.50	3.50
SUN																	
Totals													62.50	3.50			

FOR PAYROLL USE ONLY:

Straight Time Total:	
Time and a Half Total:	
Shift Differential Total:	

Explanation of overtime:
9.06.12 - 9.07.12 College open for extended hours
9.08.12 worked on refund checks

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

Signature of Employee: 

Signature of Supervisor: _____

Date: 9/14/12
Date: 9/17/12