

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

NAME Jane Public
 DEPARTMENT LAC

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
9/8/2015	2:00	5:45			3.75	
9/9/2015	8:00	10:00	12:00	3:45	5.75	
9/16/2015	9:00	1:15			4.25	
9/17/2015	8:00	10:00	11:00	12:45	3.75	
TOTAL					17.50	

EMPLOYEE SIGNATURE Jane Public
 DATE 9/17/15

By signing below, the employee and supervisor are certifying the accuracy of this timesheet.
 SUPERVISOR SIGNATURE _____
 DATE 9/17/15