

NORTH COUNTRY COMMUNITY COLLEGE

2019 - 2020

TEMPORARY PART-TIME STUDENT EMPLOYMENT TIMESHEET

Student Name: _____

PLEASE PRINT

Department Name: _____

TIME SHEETS MUST BE FILLED OUT IN BLACK OR BLUE INK.

TIME IN/OUT SHOULD BE ROUNDED TO THE NEAREST QUARTER HOUR.

**TIME SHEETS MUST BE SUBMITTED TO PAYROLL
ON MONDAY BY 4:00 PM OF SCHEDULED DATE UNLESS OTHERWISE INDICATED (See Reverse)**

Sign out for lunch/class and then back in on a daily basis.

MM/DD/YYYY	Time In	Time Out	Time In	Time Out	Total Hours	Payroll Use Only
TOTAL						

**TIMESHEET WILL NOT BE ACCEPTED UNLESS ALL ITEMS HAVE BEEN COMPLETED.
STUDENTS AND SUPERVISORS MUST SIGN THE TIMESHEET IN ORDER FOR IT TO BE PROCESSED.**

We certify this time record is a true and accurate statement of the hours worked.

Student Signature: _____

Supervisor Signature: _____

Today's Date: _____

Today's Date: _____

IMPORTANT REMINDERS:

- Students will not be paid until all forms have been completed & returned to Enrollment and Financial Aid Office and/or Payroll.
- All timesheets are to be turned into Payroll by 4:00 pm on due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2019 – SPRING 2020 STUDENT 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	11.09.19
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	06.05.20
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

RESPONSIBILITIES:

You should consider your student employment as a regular job. It is your responsibility to:

- Work the hours you have agreed to.
- Inform your supervisor **in advance** if for some reason you cannot make your assignment.
- Perform your assignment in a satisfactory manner.
- If work interferes with your studies, arrange fewer hours of employment with your supervisor.

You need to be a student first.

- Notify your supervisor and the Work-Study Coordinator, if applicable, should you choose to terminate your employment – a signed/dated Student Release Form **must** be submitted.