

NORTH COUNTRY COMMUNITY COLLEGE
2021 - 2022
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 |
|------------|---------|----------|---------|----------|-------------|------------------|
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| 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 2021 – SPRING 2022 STUDENT PAYROLL SCHEDULE

| Payroll Period | Timesheet Due Date | Pay Date |
|---------------------|--------------------|-----------------|
| 08.16.21 – 08.29.21 | 08.30.21 | 09.10.21 |
| 08.30.21 – 09.12.21 | 09.13.21 | 09.24.21 |
| 09.13.21 – 09.26.21 | 09.27.21 | 10.08.21 |
| 09.27.21 – 10.10.21 | 10.12.21 | 10.22.21 |
| 10.11.21 – 10.24.21 | 10.25.21 | 11.05.21 |
| 10.25.21 – 11.07.21 | 11.08.21 | 11.19.21 |
| 11.08.21 – 11.21.21 | 11.22.21 | 12.03.21 |
| 11.22.21 – 12.05.21 | 12.06.21 | 12.17.21 |
| 12.06.21 – 12.19.21 | 12.20.21 | 12.30.21 |
| 12.20.21 – 01.02.22 | 01.03.22 | 01.14.22 |
| 01.03.22 – 01.16.22 | 01.18.22 | 01.28.22 |
| 01.17.22 – 01.30.22 | 01.31.22 | 02.11.22 |
| 01.31.22 – 02.13.22 | 02.15.22 | 02.25.22 |
| 02.14.22 – 02.27.22 | 02.28.22 | 03.11.22 |
| 02.28.22 – 03.13.22 | 03.14.22 | 03.25.22 |
| 03.14.22 – 03.27.22 | 03.28.22 | 04.08.22 |
| 03.28.22 – 04.10.22 | 04.11.22 | 04.22.22 |
| 04.11.22 – 04.24.22 | 04.25.22 | 05.06.22 |
| 04.25.22 – 05.08.22 | 05.09.22 | 05.20.22 |
| 05.09.22 – 05.22.22 | 05.23.22 | 06.03.22 |
| 05.23.22 – 06.05.22 | 06.06.22 | 06.17.22 |
| 06.06.22 – 06.19.22 | 06.20.22 | 07.01.22 |
| 06.20.22 – 07.03.22 | 07.05.22 | 07.15.22 |
| 07.04.22 – 07.17.22 | 07.18.22 | 07.29.22 |
| 07.18.22 – 07.31.22 | 08.01.22 | 08.12.22 |
| 08.01.22 – 08.14.22 | 08.15.22 | 08.26.22 |
| 08.15.22 – 08.28.22 | 08.29.22 | 09.09.22 |
| 08.29.22 – 09.11.22 | 09.12.22 | 09.25.22 |

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.