

NORTH COUNTRY COMMUNITY COLLEGE

2026-2027

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 the due date indicated below unless otherwise indicated.
- Paychecks/stubs may be picked up in the Business Office.

FALL 2026 – SPRING 2027 STUDENT PAYROLL SCHEDULE ALL DATES ARE SUBJECT TO CHANGE

Payroll Period	Timesheet Due Date	Pay Date
08.10.26 – 08.23.26	08.24.26	09.04.26
08.24.26 – 09.06.26	09.08.26	09.18.26
09.07.26 – 09.20.26	09.21.26	10.02.26
09.21.26 – 10.04.26	10.05.26	10.16.26
10.05.26 – 10.18.26	10.19.26	10.30.26
10.19.26 – 11.01.26	11.02.26	11.13.26
11.02.26 – 11.15.26	11.16.26	11.27.26
11.16.26 – 11.29.26	11.30.26	12.11.26
11.30.26 – 12.13.26	12.14.26	12.24.26
12.13.26 – 12.27.26	12.28.26	01.08.27
12.28.26 – 01.10.27	01.11.27	01.22.27
01.11.27 – 01.24.27	01.25.27	02.05.27
01.25.27 – 02.07.27	02.08.27	02.19.27
02.08.27 – 02.21.27	02.22.27	03.05.27
02.22.27 – 03.07.27	03.08.27	03.19.27
03.08.27 – 03.21.27	03.22.27	04.02.27
03.22.27 – 04.04.27	04.05.27	04.16.27
04.05.27 – 04.18.27	04.19.27	04.30.27
04.19.27 – 05.02.27	05.03.27	05.14.27
05.03.27 – 05.16.27	05.17.27	05.28.27
05.17.27 – 05.30.27	06.01.27	06.11.27
05.31.27 – 06.13.27	06.14.27	06.25.27
06.14.27 – 06.27.27	06.28.27	07.09.27
06.28.27 – 07.11.27	07.12.27	07.23.27
07.12.27 – 07.25.27	07.26.27	08.06.27
07.26.27 – 08.08.27	08.09.27	08.20.27
08.09.27 – 08.22.27	08.23.27	09.03.27

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.