NECC
Northern Essex Community College

NORTHERN ESSEX COMMUNITY COLLEGE: 03 SERVICES - BIWEEKLY
FOR 03 HOURLY EMPLOYEES DEFINED AS LESS THAN HALF TIME

POSITION # FUNDING SOURCE: HOURLY RATE: ORG NUMBER:

DEPT/WORK AREA:

NAME: EMPLOYEE HRCMS ID #

ADDRESS: CITY: STATE: ZIP CODE:

****** PLEASE NOTIFY THE PAYROLL OFFICE OF ANY ADDRESS CHANGES******

*** PLEASE FILL IN ALL THREE COLUMNS AND INDICATE THE TIME OF YOUR LUNCH HOUR**

Date Worked	Time of Day Worked (example: 8:00-11:00, 1:00-2:00)	Total Hours Worked

Total:

DATE: SUPERVISOR'S SIGNATURE:

AFTER THE TIME-SHEET HAS BEEN SIGNED PLEASE MAIL COMPLETED FORM TO THE PAYROLL OFFICE, ATTENTION CHRIS SEVERANCE FOR PAYMENT

PAY ADVICES ARE AVAILABLE ON THE PAY INFO WEB SITE AT: www.mass.gov/payinfo. IF YOU RECEIVE A CHECK, PLEASE FILL OUT A DIRECT DEPOSIT FORM AS SOON AS POSSIBLE.

☐ Check if you would like your check sent to the Lawrence Campus

FOR PAYROLL USE ONLY

Total Dollar Amount: