

NORTHERN ESSEX COMMUNITY COLLEGE:
COLLEGE WORK STUDY PROGRAM



Default Work Schedule: (Example: 10:00 -1:00)

Mon: Tues: Wed: Thurs: Fri: Sat:

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EMPLOYEE HRCMS ID # HOURLY RATE:

NAME:

ADDRESS: CITY: STATE: ZIP CODE:

DEPT/WORK AREA:

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

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

BALANCE OF UNUSED HOURS: HOURS WORKED THIS PAY PERIOD: REMAINING HOURS:

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

PAY ADVICES ARE AVAILABLE ON THE PAY INFO WEB SITE AT: www.mass.gov/payinfo. IF YOU RECEIVE A CHECK, PLEASE INDICATE BELOW WHAT YOU WANT DONE WITH YOUR CHECK AND FILL OUT A DIRECT DEPOSIT FORM AS SOON AS POSSIBLE. PLEASE SEND COMPLETED AND SIGNED TIMESHEET TO THE PAYROLL OFFICE LOCATED IN B219.

Please Check One: Mail Pick up in Haverhill Pick up in Lawrence

DATE: WORK STUDY SIGNATURE:

Date: SUPERVISOR SIGNATURE:

FOR PAYROLL USE ONLY TOTAL DOLLAR AMOUNT: