Northland Community and Technical College
Hourly Faculty
Payroll Timesheet

Employee Name: _____

_____

Employee ID #: _____

Employed at: _____ East Grand Forks _____ Thief River Falls

Department: _____

Rate of Pay: $ Per Hour **Cost Center:**

Date	Number of Hours	Replacement For	Hourly Rate	Total Wage

Total Hours : _____

Total Wages : _____

Employee Signature : _____ Date : _____

Dept/Division Authorization: _____ Date : _____

The completed payroll timesheet (with Division Authorization Signature) must be delivered or faxed [(218)683-8982] to Michelle Benitt in the Human Resources Department by 10 am on the Friday prior to the pay period end date. This document can also be scanned in a PDF format to michelle.benitt@northlandcollege.edu.