

PLEASE POST/DISTRIBUTE IN YOUR AREA
 VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY
TIMESHEET PAY CYCLES JUNE 24, 2015 – June 23, 2016
 Service periods run the 24th through the 23rd

SERVICE PERIOD	ADJUNCT FACULTY ON TIMESHEET, DUE TO DEAN	DUE IN PAYROLL OFFICE Admin Annex 10-A	EFT BANK DEPOSIT DATE PAY WARRANTS 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A	FACULTY UNIT OF PAY (UOP) Fall 1 st 8 wks, 10/9, 11/9. 2 nd 8 wks, 12/9, 1/11. Spring 1 st 8 wks, 3/9, 4/11, 5/9. 2 nd 8 wks, 5/9, 6/9, 7/11.
6/24 – 7/23/15	July 20	July 21 by NOON	August 10	<i>UOP IS BASED ON START/END DATES</i> SUMR UOP-2 pymts; 7/9-8/10 (or, pending start/end dates, 7/9-9/9)
7/24 – 8/23/15	Aug 20	Aug 21 by NOON	September 9	SUMR UOP-2 pymts; 7/9-8/10 (or, pending start/end dates, 7/9-9/9)
8/24 – 9/23/15	Sept 22	Sept 23 by NOON	October 9	FALL 16-wk UOP #1
9/24 – 10/23/15	Oct 22	Oct 23 by NOON	November 9	FALL 16-wk UOP #2
10/24–11/23/15	Nov 18	Nov 19 by NOON	December 9	FALL 16-wk UOP #3
11/24–12/23/15	Dec 10	Dec 11 by NOON	January 11	FALL 16-wk UOP #4
12/24 – 1/23/16	Jan 21	Jan 22 by NOON	February 9	WINTER UOP #1
1/24 – 2/23/16	Feb 19	Feb 22 by NOON	March 9	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/16	Mar 22	Mar 23 by NOON	April 11	SPRING 16-wk UOP #2
3/24 – 4/23/16	Apr 21	Apr 22 by NOON	May 9	SPRING 16-wk UOP #3
4/24– 5/23/16	May 20	May 23 by NOON	June 9	SPRING 16-wk UOP #4
5/24– 6/23/16	June 20	June 21 by NOON	July 11	SPRING 16-wk UOP #5

Electronic Deposit form available in payroll or at http://www.vvc.edu/offices/human_resources/payroll-benefits/EFT%20DEPOSIT.pdf

- Faculty -Payments can be made on regular pay dates only if a fully executed academic contract is on file in Human Resources by the deadline; contact Human Resources at x2486 to confirm receipt of your signed contract.
- Please ensure your signed academic contract is up to date and accurately reflects **all** your assignments
- You must provide your dean with a completed monthly absence report for missed classes
- Those on timesheet should submit them to dean for signature prior to payroll deadline, w/attached absence report
- **Unit of Pay schedule is based on typical 16 or 8 week terms; pay for atypical start/end dates are prorated**

- **Everyone - COMPLETE TIMESHEET DAILY!** Contact your supervisor right away if you have no timesheet
 - **Do NOT use white-out** – line through/initial changes; timesheet must reflect actual hours/times/dates worked
 - Holiday hours worked **MUST** be initialed by your supervisor/dean as campus is generally closed on holidays
 - Last 4 digits of your SSN must be included on timesheet, with your signature and your supervisor's signature
 - You may occasionally be asked to project your hours due to an earlier deadline...please notify your supervisor/dean/payroll immediately if projected hours should be amended due to unanticipated circumstances
 - Please review pay warrant for correct mailing address; submit correction to Human Resources

Important–Payroll's mission is to pay all employees accurately and on time—with this said, we rely on each employee's attention to posted deadlines. Ensure your timesheet/signed contract is received in the payroll office on time, whether delivered by yourself or someone else.

Your pay warrant will NOT be given to anyone other than yourself without a [payroll authorization form](#) submitted by you – **NO EXCEPTIONS**
 Be prepared to provide legal/state identification when picking up your pay warrant
 Warrants are NOT mailed except by special request - electronic deposit is recommended
 Unclaimed warrants are held at Fiscal Services for 5 weeks before mailing to last known address shown on pay warrant
 Click here for [address change form](#) or available in Human Resources or Payroll