

PLEASE POST/DISTRIBUTE IN YOUR AREA

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY TIMESHEET/PAYROLL TIMELINES--Dec 24, 2010 – JUNE 23, 2011

PAY 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
12/24/10 – 1/23/11	Jan 21	Jan 24 by NOON	February 9
1/24/11 – 2/23/11	Feb 16	Feb 17 by NOON	March 9
2/24/11 – 3/23/11	Mar 23	Mar 24 by NOON	April 11
3/24/11 – 4/23/11	Apr 19	Apr 20 by NOON	May 9
4/24/11 – 5/23/11	May 20	May 23 by NOON	June 9
5/24/11 – 6/23/11	Jun 20	Jun 21 by NOON	July 11

Electronic Deposit form available in payroll or at http://www.vvc.edu/offices/human_resources/payroll-benefits/elect-deposit.pdf

Service Period is the 24th through 23rd of each month

ADJUNCT FACULTY on UNIT-of-PAY, no timesheets necessary (check your employment contract)
ADJUNCT FACULTY MUST SUBMIT MONTHLY ABSENCE REPORTS TO DEAN FOR ALL MISSED CLASSES

ADJUNCT FACULTY UNIT-OF-PAY PAYMENT SCHEDULE

WINTER TERM – generally, 2 equal payments, 2/9 and 3/9

SPRING full semester – generally 5 consecutive payments depending on class start date (last payment 7/11)

Spring 1st 8 week term – generally, 2 or 3 payments depending on class start date (last payment 5/9)

Spring 2nd 8 week term – generally, 2 or 3 payments depending on class start date (last payment 7/11)

- **Faculty** - payments are made on regular pay dates only if a valid, signed academic contract is on file in Human Resources by the deadline; to confirm Human Resources has received your signed contract, please contact H/R
 - Please ensure your signed academic contract includes all your assignments & is on file in H/R
 - Those on timesheet should submit them to dean for signature prior to payroll deadline
- **Everyone - COMPLETE TIMESHEET DAILY!** Contact your supervisor right away if you have no timesheet
 - Do NOT use white-out – line through & initial any changes; your timesheet must reflect actual hours/times/dates worked
 - Holiday hours worked MUST be initialed by your supervisor/dean because campus is 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 project your hours due to an earlier deadline...please notify your supervisor/dean/payroll immediately if projected hours should be adjusted due unanticipated reasons
 - Please review your pay warrant for correct mailing address; contact Human Resources to correct your address
- **Important** – Payroll's mission is to pay all employees accurately and on time - still, we rely on your attention to posted deadlines. Make sure your timesheet and/or 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 – NO EXCEPTIONS

Be prepared to provide official photo 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

760-245-4271

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