# PLEASE POST/DISTRIBUTE IN YOUR AREA

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY


<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>ADJUNCT FACULTY ON TIMESHEET, DUE TO DEAN</th>
<th>DUE IN PAYROLL OFFICE</th>
<th>EFT BANK DEPOSIT DATE</th>
<th>PAY WARRANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/24/10 – 1/23/11</td>
<td>Jan 21</td>
<td>Jan 24 by NOON</td>
<td>February 9</td>
<td></td>
</tr>
<tr>
<td>1/24/11 – 2/23/11</td>
<td>Feb 18</td>
<td>Feb 17 by NOON</td>
<td>March 9</td>
<td></td>
</tr>
<tr>
<td>2/24/11 – 3/23/11</td>
<td>Mar 23</td>
<td>Mar 24 by NOON</td>
<td>April 11</td>
<td></td>
</tr>
<tr>
<td>3/24/11 – 4/23/11</td>
<td>Apr 19</td>
<td>Apr 20 by NOON</td>
<td>May 9</td>
<td></td>
</tr>
<tr>
<td>4/24/11 – 5/23/11</td>
<td>May 20</td>
<td>May 23 by NOON</td>
<td>June 9</td>
<td></td>
</tr>
<tr>
<td>5/24/11 – 6/23/11</td>
<td>Jun 20</td>
<td>Jun 21 by NOON</td>
<td>July 11</td>
<td></td>
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Electronic Deposit form available in payroll or at [http://www.vvc.edu/offices/human_resources/payroll-benefits/elect-deposit.pdf](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

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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)

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- 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 initiated 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 Raina x 2527 bustiloarsr@vvc.edu Sheri x 2252 fosters@vvc.edu Carol x 2470 hillc@vvc.edu

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DATES/TIMES SUBJECT TO CHANGE

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