

PLEASE POST/DISTRIBUTE IN YOUR AREA

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY TIMESHEET/PAYROLL TIMELINES--**Dec 19, 2009 – JUNE 23, 2010**

PAY PERIOD	ADJUNCT FACULTY ON TIMESHEET, DUE TO DEAN	DUE IN PAYROLL OFFICE Admin Annex 10-A	EFT BANK DEPOSIT DATE PAY WARRANTS AT FISCAL SVCS. WINDOW BLDG 10-A
			8:30 am – 5 pm
12/19/09 – 1/23/10	Jan 22	Jan 25 by NOON	February 9
1/24/10 – 2/23/10	Feb 19	Feb 22 by NOON	March 9
2/24/10 – 3/23/10	Mar 23	Mar 24 by NOON	Warrants April 12 EFT April 9
3/24/10 – 4/23/10	Apr 22	Apr 23 by NOON	May 10
4/24/10 – 5/23/10	May 21	May 24 by NOON	June 9
5/24/10 – 6/23/10	Jun 21	Jun 22 by NOON	Warrants July 12 EFT July 9

DATES/TIMES SUBJECT TO CHANGE

C:\Users\GATEWO~1\AppData\Local\Temp\XPgrwise\payrollschedule for Hourly payJan.doc

Electronic Deposit is available for all employees!

Form available in payroll or switchboard or at http://www.vvc.edu/offices/human_resources/payroll-benefits/elect-deposit.pdf

Service Periods run 24th through 23rd of each month

ADJUNCT FACULTY on UNIT-of-PAY, no timesheets necessary (check your employment contract)
FOR TIMELY PAYMENTS, SIGNED ACADEMIC CONTRACTS MUST BE IN H/R BY YOUR START DATE

ADJUNCT FACULTY UNIT-OF-PAY PAYMENT SCHEDULE

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

SPRING full semester – **5** consecutive payments (3/9 - 7/12), depending on class dates

Spring 1st 8 week term – generally, up to 3 payments (3/9, 4/12, 5/10), depending on class dates

Spring 2nd 8 week term – generally, up to 3 payments (5/10, 6/9, 7/12), depending on class dates

- **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 be asked to 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 each employee's 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.

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Your pay warrant will NOT be given to anyone other than yourself without a [payroll authorization form](#) – NO EXCEPTIONS

Be prepared to provide 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 [hustillnsr@vvc.edu](mailto:hustillnsr@vvc.edu) Sheri x 2252 [fnsters@vvc.edu](mailto:fnsters@vvc.edu) Carol x 2470 [hillc@vvc.edu](mailto:hillc@vvc.edu)