

# PLEASE POST/DISTRIBUTE IN YOUR AREA

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY TIMESHEET PAY CYCLES **JUNE 24, 2011 – June 23, 2012**

For hourly services, pay periods run the 24<sup>th</sup> through the 23<sup>rd</sup>

HOURLY SERVICE PERIOD	ADJUNCT FACULTY ON TIMESHEET, DUE TO DEAN	<b>DUE IN PAYROLL OFFICE Admin Annex 10-A</b>	EFT BANK DEPOSIT DATE <b>PAY WARRANTS</b> 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A	<b>FACULTY UNIT OF PAY (UOP)</b> Fall 1 <sup>st</sup> 8 wks, 10/10, 11/9. 2 <sup>nd</sup> 8 wks, 12/9, 1/9. Spring 1 <sup>st</sup> 8 wks, 3/9, 4/9, 5/9. 2 <sup>nd</sup> 8 wks, 5/9, 6/11, 7/9.
<i>UOP IS BASED ON START/END DATES</i>				
6/24 – 7/23/11	July 21	July 25 by NOON	August 9	SUMR UOP-2 pymts; 8/9-9/9 (or, pending start/end dates, 7/9-8/9)
7/24 – 8/23/11	Aug 23	Aug 24 by NOON	September 9	SUMR UOP-2 pymts; 8/9-9/9 (or, pending start/end dates, 7/9-8/9)
8/24 – 9/23/11	Sept 21	Sept 22 by NOON	October 10	FALL 16-wk UOP #1
9/24 – 10/23/11	Oct 21	Oct 24 by NOON	November 9	FALL 16-wk UOP #2
10/24–11/23/11	Nov 18	Nov 21 by NOON	December 9	FALL 16-wk UOP #3
11/24–12/23/11	Dec 13	Dec 14 by NOON	January 9	FALL 16-wk UOP #4
12/24 – 1/23/12	Jan 23	Jan 24 by NOON	February 9	WINTER UOP #1
1/24 – 2/23/12	Feb 21	Feb 22 by NOON	March 9	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/12	Mar 21	Mar 22 by NOON	April 9	SPRING 16-wk UOP #2
3/24 – 4/23/12	Apr 23	Apr 24 by NOON	May 9	SPRING 16-wk UOP #3
4/24– 5/23/12	May 23	May 24 by NOON	June 11	SPRING 16-wk UOP #4
5/24– 6/23/12	June 19	June 20 by NOON	July 9	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](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