

PLEASE POST/DISTRIBUTE IN YOUR AREA

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY TIMESHEET/PAYROLL TIMELINES--JUNE 24, 2008 – DEC 23, 2008

PAY PERIOD	ADJUNCT FACULTY ON TIMESHEET, DUE TO DEAN	DUE IN PAYROLL OFFICE	BANK DEPOSIT DATE & PAY WARRANTS AT SWITCHBRD BLDG 55
			8am – 7pm except as noted
6/24/08 – 7/23/08	July 22	July 23 by NOON	Aug 11 until 5pm
7/24/08 – 8/23/08	Aug 21	Aug 22 by NOON	Sept 9
8/24/08 – 9/23/08	Sept 22	Sept 23 by NOON	Oct 9
9/24/08 – 10/23/08	Oct 22	Oct 23 by NOON	Nov 11
10/24/08 – 11/23/08	Nov 19	Nov 20 by NOON	Dec 9
11/24/08 – 12/23/08	Dec 15	Dec 16 by NOON	Jan 9 until 5pm

Electronic Deposit is available for all employees! Form available in payroll or at the switchboard

Service Periods run 24th through 23rd of each month

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

ADJUNCT FACULTY UNIT-OF-PAY PAYMENT SCHEDULE

SUMMER TERM – generally, 3 equal payments, 7/9, 8/11, 9/9

FALL full semester – 4 consecutive payments (10/9 – 1/9), depending on class dates

Fall 1st 8 week term – generally, 3 payments (10/9, 11/11, 12/9), depending on class dates

Fall 2nd 8 week term – generally, 3 payments (11/11, 12/9, 1/9), 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
- Faculty – please ensure your signed academic contract includes all your assignments
- Faculty – those on timesheet should submit them to dean for signature prior to payroll deadline
- Everyone - **COMPLETE YOUR 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 your 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; come to 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 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. Warrants are NOT mailed except by special request. Electronic Deposit of your pay warrant is recommended. Pay warrants are held for pick up at the switchboard until after the next pay date, then mailed to last known address. Contact H/R ext. 2486 if your address is not correct on your pay warrant.

Please contact payroll for authorization form or other information

760-245-4271, x 2470 hillc@vvc.edu

x 2527 bustillosr@vvc.edu

x 2252 fosters@vvc.edu

DATES/TIMES SUBJECT TO CHANGE

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