

PLEASE POST IN EACH DEPARTMENT

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

SHORT-TERM, SUBSTITUTES, STUDENTS, ASSOCIATE FACULTY TIMESHEET/PAYROLL TIMELINES DECEMBER 24, 2006-JUNE 23, 2007

<u>PAY PERIOD</u>	<u>ASSOC FACULTY SUBJECT TO TIMESHEETS DUE TO DEAN</u>	<u>ALL TIMESHEETS, DUE IN PAYROLL OFFICE</u>	<u>PAY WARRANTS AVAILABLE AT SWITCHBOARD OVER THE LAKE</u>
12/24/06 - 1/23/07	1/23/07	1/24/07 (Wed. by NOON)	2/9/07 (Fri. 8am-5pm)
1/24/07 - 2/23/07	2/20/07	2/21/07 (Wed. by NOON)	3/9/07 (Fri. 8am-5pm)
2/24/07 - 3/23/07	3/21/07	3/22/07 (Thur. by NOON)	4/9/07 (Mon. 8am-5pm)
3/24/07 - 4/23/07	4/20/07	4/23/07 (Mon. by NOON)	5/9/07 (Wed. 8am-7pm)
4/24/07 - 5/23/07	5/21/07	5/22/07 (Tue. by NOON)	6/11/07 (Mon. 8am-7pm)
5/24/07 - 6/23/07	6/19/07	6/20/07 (Wed. by NOON)	7/9/07 (Mon. 8am-7pm)

ADJUNCT FACULTY on UNIT-of-PAY no timesheets needed (refer to your teaching contract)

UNIT-OF-PAY - NUMBER OF PAYMENTS DEPENDS ON START DATES

Pay periods run 24th thru 23rd of each month

WINTER TERM – typically, 2 equal payments, 2/9, 3/9, depends on class start dates

SPRING FULL SEMESTER–4 or 5 consecutive equal payments (final pymt 7/9) depends on class dates

1ST 8-WK TERM– typically 2 or 3 consecutive payments (final payment 5/9), depends on class start dates

2ND 8-WK TERM– typically 2 or 3 consecutive payments (final payment 7/9), depends on class start dates

- **Important - Payments are made on regular paydays only if a valid (signed) teaching contract has been received by Human Resources no later than the payroll processing deadlines noted above.**
- **Associate Faculty who are required to submit timesheets (refer to your teaching contract):**
Your Dean must sign your timesheet prior to its submission to Payroll.
- **Short-term & Students:** Please deliver signed/approved time sheet to the Payroll Office in H.R.

ELECTRONIC DEPOSIT IS AVAILABLE FOR ALL EMPLOYEES!

Electronic Bank deposits are posted on the 9th, or, if weekend/holiday, the next official banking day. Forms are available in Human Resources or at the Switchboard

- ✓ **COMPLETE YOUR TIMESHEET DAILY** and sign just prior to turning it in.
- ✓ **DO NOT USE WHITEOUT.** Line through instead & both Supervisor and Employee should initial all changes
- ✓ **Include Social Security #, your signature, and supervisor approval on your timesheet**
- ✓ Hours worked on a holiday must be approved and initialed by your supervisor
- ✓ Occasionally, you may project your hours due to an earlier deadline...please notify the area administrator immediately if those hours need to be adjusted.

You may, in writing only, authorize a designated person to pick up your check. Please state “until further notice” unless it’s for one-time only. Your check will NOT be given to anyone without a written authorization. Warrants may NOT be picked up prior to posted pay date. Checks are not mailed unless by special request. Electronic Deposit is highly recommended.

QUESTIONS ??? EXT. 2252, 2470, OR 2527 DATES & TIMES SUBJECT TO CHANGE I:\word\hrlyschedJan.doc