

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
**ADJUNCT FACULTY**

**2018-19 Payroll Schedule**

Timesheet Pay Cycles: **July 1, 2018 – June 30, 2019**

Service periods run the 24<sup>th</sup> through the 23<sup>rd</sup>

SERVICE PERIOD	DUE TO DEAN	<b>DUE IN PAYROLL OFFICE Admin Annex 10-A</b>	EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm FISCAL SVCS WINDOW BLDG 10-A	<b>FACULTY UNIT OF PAY (UOP)</b> <i>Fall</i> 1 <sup>st</sup> 8 wks, 10/9, 11/9. 2 <sup>nd</sup> 8 wks, 12/10, 1/9. <i>Spring</i> 1 <sup>st</sup> 8 wks, 3/11, 4/9, 5/9. 2 <sup>nd</sup> 8 wks, 5/9, 6/10, 7/9.
7/01 – 7/23/18	July 19	<b>July 23</b> by NOON	<b>August 9</b>	SUMR UOP-2 pymts; 7/9-8/9 (or, pending start/end dates, 7/9-9/9)
7/24 – 8/23/18	Aug 21	<b>Aug 22</b> by NOON	<b>September 10</b>	SUMR UOP-2 pymts; 7/9-8/9 (or, pending start/end dates, 7/9-9/9)
8/24 – 9/23/18	Sept 20	<b>Sept 21</b> by NOON	<b>October 9</b>	FALL 16-wk UOP #1
9/24 – 10/23/18	Oct 23	<b>Oct 24</b> by NOON	<b>November 9</b>	FALL 16-wk UOP #2
10/24–11/23/18	Nov 19	<b>Nov 20</b> by NOON	<b>December 10</b>	FALL 16-wk UOP #3
11/24–12/23/18	Dec 10	<b>Dec 11</b> by NOON	<b>January 9</b>	FALL 16-wk UOP #4
12/24 – 1/23/19	Jan 21	<b>Jan 22</b> by NOON	<b>February 12</b>	WINTER UOP #1
1/24 – 2/23/19	Feb 19	<b>Feb 20</b> by NOON	<b>March 11</b>	WINTER UOP #2 SPRING 16-wk UOP #1
2/24 – 3/23/19	Mar 21	<b>Mar 22</b> by NOON	<b>April 9</b>	SPRING 16-wk UOP #2
3/24 – 4/23/19	Apr 22	<b>Apr 23</b> by NOON	<b>May 9</b>	SPRING 16-wk UOP #3
4/24– 5/23/19	May 21	<b>May 22</b> by NOON	<b>June 10</b>	SPRING 16-wk UOP #4
5/24– 6/23/19	June 19	<b>June 20</b> by NOON	<b>July 9</b>	SPRING 16-wk UOP #5
<b>*6/24 – 6/30/19</b>	<b>*July 1</b>	<b>*July 2</b> by NOON	<b>*July 15-Supp Payroll</b>	<b>*Timesheets Only</b>

**VERY IMPORTANT:**

- Please ensure your signed academic contract is up to date and accurately reflects all of 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 (if applicable)
- **Unit of Pay schedule is based on typical 16 or 8 week terms; pay for atypical start/end dates are pro-rated**
- 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
- 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

**\*REMINDER - Fiscal Year End Supplemental Payroll**

**Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.**