

PLEASE POST/DISTRIBUTE IN YOUR AREA
 VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
SHORT-TERM, STUDENT WORKERS, & ADJUNCT FACULTY
TIMESHEET/PAYROLL TIMELINES--JUNE 24, 2010 – DEC 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 8:30 am-5 pm FISCAL SVCS. WINDOW BLDG 10-A
6/24/10 – 7/23/10	July 21	July 22 by NOON	August 9
7/24/10 – 8/23/10	Aug 23	Aug 24 by NOON	September 9
8/24/10 – 9/23/10	Sept 22	Sept 23 by NOON	October 11
9/24/10 – 10/23/10	Oct 21	Oct 22 by NOON	November 9
10/24/10– 11/23/10	Nov 18	Nov 19 by NOON	December 9
11/24/10– 12/23/10	Dec 14	Dec 15 by NOON	January 10

Electronic Deposit form available in payroll or at http://www.vvc.edu/offices/human_resources/payroll-benefits/elect-deposit.pdf

Service Period is the 24th through 23rd of each month

ADJUNCT FACULTY on UNIT-of-PAY, no timesheets necessary (check your employment contract)
 YOU MUST SUBMIT ABSENCE REPORT TO DEAN FOR ALL MISSED CLASSES

ADJUNCT FACULTY UNIT-OF-PAY PAYMENT SCHEDULE

SUMMER TERM – generally, **2** equal payments, 8/9, 9/9
FALL full semester – **4** consecutive payments (10/11 – 1/10), depending on class dates
 Fall 1st 8 week term – generally, **2** payments (10/11, 11/9), depending on class dates
 Fall 2nd 8 week term – generally, **2** payments (12/9, 1/10), 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.

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 bustillosr@vvc.edu

Carol x 2470 hillc@vvc.edu

DATES/TIMES SUBJECT TO CHANGE

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