



Extra Pay Classified Staff

2026/2027 Payroll Schedule

Service Periods run the 16th thru the 15th
Payroll office is in Bldg. 10A

Service period for all extra pay is the 16th through the 15th of each month, overtime forms, timesheets, Out of Class, W-4s and Direct Deposit changes due in the payroll office on or about the 15th for inclusion in that month's warrant. Deadline may be earlier, watch for due date email reminders.

Pick up **non-EFT** pay warrants (paper warrants) at Payroll window, Admin Annex Bldg. 10A 8:30am-5pm.
EFT pay stubs are available **ONLY** online through BESTNET

http://www.vvc.edu/offices/human_resources/payroll-benefits/bestnet.shtml

Extra Pay Service Period	Due in Payroll by NOON Unless noted otherwise	EFT Bank Deposit Date & Pay Warrants Pick-up 8:30 am – 5pm PAYROLL window Bldg. 10A
07/01 – 07/15	07/14	07/31/2026 (Friday, SMR SCH, OFF) 7-9am
07/16 – 08/15	08/13	08/31/2026
08/16 – 09/15	09/14	09/30/2026
09/16 – 10/15	10/14	10/30/2026
10/16 – 11/15	11/10	11/30/2026
11/16 – 12/15	12/04	12/30/2026 (on WTR Break, OFF) 8-10am
12/16 – 01/15	01/12	01/29/2027
01/16 – 02/15	02/08	02/26/2027
02/16 – 03/15	03/15	03/31/2027
03/16 – 04/15	04/13	04/30/2027
04/16 – 05/15	05/12	05/28/2027
05/16 – 06/15	*06/10	06/30/2027
06/16 – 06/30	*06/24	07/15/2027

* Due to Summer Schedule and Holiday

VERY IMPORTANT:

- Those on timesheet should submit them to dean for signature prior to payroll deadline, w/attached absence report (if applicable)
- Do NOT use white out – line through/initial changes; timesheet must reflect actual hours/times/dates worked
- 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