



Full-Time Faculty Overload

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, with faculty timesheets, **SIGNED** contracts, Payroll Requests for Payment of Special Assignments, Tax Changes (W-4/DE-4), EFT changes, address changes, and other changes are due in the payroll office on or about the 15th for inclusion in that month's warrant. Deadline may be earlier, please see Due to Dean schedule below.

Pick up non-EFT pay warrants (paper warrants) at Payroll window, Admin Annex Bldg. 10A 8:30-5pm.

EFT pay stubs are available ONLY online through BESTNET

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

Overload Service Period	Due in Payroll Always 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	08/03/2026 (includes 2nd half of summer load pay and/or ½ DNP savings)
07/16 – 08/15	08/13	09/01/2026 (1st of 10-pay for faculty)
08/16 – 09/15	09/14	10/01/2026
09/16 – 10/15	10/14	11/02/2026
10/16 – 11/15	11/10	12/01/2026
11/16 – 12/15	12/04	01/04/2027
12/16 – 01/15	01/12	02/01/2027
01/16 – 02/15	02/08	03/01/2027
02/16 – 03/15	03/15	04/01/2027
03/16 – 04/15	04/13	05/03/2027
04/16 – 05/15	05/12	06/01/2027 (10th of 10-pay for faculty)
05/16 – 06/15	*06/10	07/01/2027 (includes 1st half of summer load pay and/or ½ DNP savings)
06/16 – 06/30	*06/24	07/15/2027

*Due to 4/10 schedule and holiday.

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
- 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