



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

# Short-Terms, Substitutes, Student Workers 2026-27 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2026 – June 30, 2027**

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



SERVICE PERIOD	ONLINE TIMESHEET DUE TO SUPERVISOR/ DEAN	TIMESHEETS SHOULD BE REVIEWED & APPROVED BY	EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am-5 pm PAYROLL WINDOW BLDG 10A
7/01 – 7/23/26	July 23 by NOON	July 23 by END OF DAY	August 10
7/24 – 8/23/26	Aug 23 by NOON	Aug 24 by NOON	September 9
8/24 – 9/23/26	Sept 23 by NOON	Sept 24 by NOON	October 9
9/24 – 10/23/26	Oct 23 by NOON	Oct 23 by END OF DAY	November 10
10/24– 11/23/26	Nov 23 by NOON	Nov 23 by END OF DAY	December 9
11/24– 12/18/26	Dec 18 by NOON	Dec 18 by END OF DAY	January 11
12/19- 12/22/26	Dec 22 by NOON	Jan 4 by NOON	January 15
1/2 – 1/23/27	Jan 23 by NOON	Jan 25 by NOON	February 9
1/24 – 2/23/27	Feb 23 by NOON	Feb 24 by NOON	March 9
2/24 – 3/23/27	Mar 23 by NOON	Mar 24 by NOON	April 9
3/24 – 4/23/27	Apr 23 by NOON	Apr 23 by END OF DAY	May 10
4/24– 5/23/27	May 23 by NOON	May 24 by NOON	June 9
5/24– 6/23/27	June 23 by NOON	June 24 by NOON	July 12
*6/24 – 6/30/27	June 30 by Noon	*June 30 by END OF DAY	*July 15-Supp Payroll

**VERY IMPORTANT:**

- Please always click the **submit** button after all pay period hours have been entered.
- Sick leave usage has a 2-hour minimum.
- If subbing, include whom you are subbing for in the notes tab and the bottom of your timesheet.
- Make sure you are not including holidays and campus-closed days when entering your hours.
- If you are submitting your timesheet after you have received deadline past email, you will need to work with your supervisor to ensure you will be paid.
- If you are receiving errors or unable to enter your time, please contact your supervisor before the payroll deadline.
- If your timesheet was submitted with errors, work with your supervisor to correct your timesheet.

**\*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.*