



West Valley-Mission
Community College District

End-of-Month (EM) Payroll Deadlines

Administrators, Classified, Confidential, Faculty, Supervisors & POA

Academic Year 2024/2025

Submit documents and timesheets to Payroll.Services@wvm.edu by 5:00 pm.

Timesheets received after the deadline will be processed in the following pay period.

Timesheet Pay Period	Payroll Due Date	End-of-Month Payroll Pay Date	
* Jun 16 – Jun 30	07/05/2024	Wednesday	07/31/2024
* Jul 01 – Jul 15	07/18/2024	Wednesday	07/31/2024
Jul 16 – Aug 15	08/20/2024	Friday	08/30/2024
Aug 16 – Sep 15	09/18/2024	Monday	09/30/2024
Sep 16 – Oct 15	10/18/2024	Thursday	10/31/2024
Oct 16 – Nov15	11/18/2024	Wednesday	11/27/2024
** Nov 16 – Dec 15	12/16/2024	Friday	12/20/2024
Dec 16 – Jan 15	01/17/2025	Friday	01/31/2025
Jan 16 – Feb 15	02/19/2025	Friday	02/28/2025
Feb 16 – Mar 15	03/18/2025	Friday	03/28/2025
Mar 16 – Apr 15	04/17/2025	Wednesday	04/30/2025
Apr 16 – May 15	05/19/2025	Friday	05/30/2025
May 16 – Jun 15	06/17/2025	Monday	06/30/2025

Associate Faculty, Non-Credit Faculty, and Overload Contracts Pay Distribution.

Fall 2024 - 1st payment: Tuesday, 09/10/2024

Spring 2025 - 1st payment: Monday, 02/10/2025

No timesheets or stipends on the first payment. Subsequent payments will be at the end of the month for the remainder of the semester.

* **July Payroll:** June hours (06/16 - 06/30) and any outstanding timesheets are due on 07/05/2024 for Fiscal Year End Accrual.

** **December Payroll:** Early deadline due to Winter/Holiday break. Please plan accordingly.