Mid-Month (MM) Payroll Calendar
Short-Term Employees & Student Workers (NOEs)
Academic Year 2024/2025

West Valley-Mission
Community College District

Employees may NOT start working until HR approves the NOE.

WTE Pay Period	Employee Submission Deadline	Approvers Deadline	Mid-Month Payroll Pay Date	
Jul 01 – Jul 31	07/31/2024	08/02/2024	Thursday	08/15/2024
Aug 01 – Aug 31	08/31/2024	09/04/2024	Friday	09/13/2024
Sep 01 – Sep 30	09/30/2024	10/02/2024	Tuesday	10/15/2024
Oct 01 – Oct 31	10/31/2024	11/04/2024	Friday	11/15/2024
Nov 01 – Nov 30	11/30/2024	12/03/2024	Friday	12/13/2024
Dec 01 – Dec 31	12/31/2024	01/03/2025	Wednesday	01/15/2025
Jan 01 – Jan 31	01/31/2025	02/04/2025	Thursday	02/13/2025
Feb 01 – Feb 28	02/28/2025	03/04/2025	Friday	03/14/2025
Mar 01 – Mar 31	03/31/2025	04/02/2025	Tuesday	04/15/2025
Apr 01 – Apr 30	04/30/2025	05/02/2025	Thursday	05/15/2025
May 01 – May 31	05/31/2025	06/03/2025	Friday	06/13/2025
Jun 01 – Jun 30	06/30/2025	07/02/2025	Tuesday	07/15/2025

Supervisors/Approvers:
- *Direct all employees to submit their timesheets for approval by the deadline.*
- *Approve your employee's WTE timesheet in SSB by the Approval deadline.*
- *Any questions regarding NOEs should be sent to hr.assistant@wvm.edu.*

Employees:
- *Ensure your WTE Timesheet is available in your SSB Portal for timely payment.*