



**West Valley - Mission**  
Community College District

# District Finance

## Payroll Services

14000 Fruitvale Avenue  
Saratoga, CA 95070

### Pay Period for: Student Workers and Classified PT Hourly Employees WebTime Entry Employees Only

Pay Period for timesheet	Notifications Due in HR**	WTE Timesheet Deadline	Supervisor Approval in SSB	PAY DAY
Jan 1 - Jan 31	12/15/18	01/31/2019	02/04/2019	02/14/2019
Feb 1 - Feb 28	1/15/19	02/28/2019	03/04/2019	03/15/2019
Mar 1 - Mar 31	2/15/19	03/31/2019	04/03/2019	04/15/2019
Apr 1 - Apr 30	3/15/19	04/30/2019	05/02/2019	05/15/2019
May 1 - May 31	4/15/19	05/31/2019	06/04/2019	06/14/2019
Jun 1 - June 30	5/15/15	06/30/2019	07/02/2019	07/15/2019

**\*\*New employees must have all documents from New Hire Packet completed & submitted to HR by due date. Contract revisions for continuing employees must be signed off by HR. Contact HR staff regarding HR deadlines and hiring paperwork.**

### Pay Period for: FT/PT Faculty and FT Classified Employees (includes WVMCEA, Administrators, Supervisors, POA, and Confidential)

*Deadline also applies for the following payroll forms:*

- Stipends
- Salary Reduction Forms
- Fed and State Allowances/Exemptions
- Direct Deposit Enrollment/Changes

*If received **after** the due date, payroll will process on the next qualifying pay period.*

Pay Period for Timesheet	Timesheet Deadline Due to Payroll	PAY DAY
Dec 16 - Jan 15	01/17/2019	01/31/2019
Jan 16 - Feb 15	02/19/2019	02/28/2019
Feb 16 - Mar 15	03/19/2019	03/29/2019
Mar 16 - Apr 15	04/17/2019	04/30/2019
Apr 16 - May 15	05/17/2019	05/31/2019
May 16 - June 15	06/18/2019	06/28/2019
*June 16 - July 15	07/17/2019	07/31/2019

**\*2 timesheets will need to be submitted for the July 31<sup>st</sup> payroll due to the year-end payroll expenditure accruals.**

### Faculty Spring contracts will be paid on February 8, 2019.

#### Payroll Contact Information:

Millie Calderon, (408) 741-2141: Faculty and FT Classified payroll  
Kevin Brundage, (408) 741-2083: Garnishment, TSA, Taxes, Faculty and FT Classified payroll  
Betty Pap, (408) 741-2118: Student Workers and Classified PT hourly payroll  
Karen Macfarlane, (408) 741-2090: Student Workers and Classified PT hourly payroll  
Lindsey Alanis, (408) 741-2693: PERS and STRS Reporting, Payroll Support