
From: Cathleen Frecceri
Sent: Wednesday, October 6, 2021 2:35 PM
To: All_Mission_users; all_WVC_users
Subject: New Revised Payroll Timesheets for (End of Month)

Dear Colleagues,

Payroll has updated several End of Month (EM) Timesheets for All Faculty, Classified, Confidential, and Supervisors. Please use these revised timesheets, *effective immediately*. Submission of outdated timesheets will be returned for correction.

Please go to the [District Payroll Website](#) to obtain the revised timesheets.

- **Certificated Hourly Instructor & Non-Instructor Timesheet:** This is for hourly Lecture, Lab, Counseling and Librarian hours only. *It no longer serves as Substitute Timesheet*
- **Community Education Timesheet:** Fee-Based employees
- **Overtime:** Overtime now includes a Work Schedule Section. Please check the appropriate box
- **Compensatory Timesheets:** Comp. Time timesheets must be obtained from the Human Resources website. *You must submit your Compensatory Time directly to Human Resources/Classified Personnel Specialist*
- **Substitute Instructional Timesheet:** Substitutes will utilize this timesheet to record *Lecture and Lab Instructional Contact Hours*
- **Substitute Non-Instructional Timesheet:** Substitutes will utilize this timesheet to record *Counseling and Librarian Non-Instructional Clock-In/Clock-Out Hours*



Payroll

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Forms

Timesheets

- Certificated Hrly Instr Timesheet EM 8.4.21.xlsx**
- Classified Employee Percentage and Student Trustee Timesheet EM revised 8.16.19.xlsx
- Classified Hourly Timesheet MM rev. 8.16.19.xlsx
- Community Education Timesheet EM 8.4.21.xlsx**
- COVID-19 Response Tracking Timesheet.xlsx
- Overtime Timesheet EM 8.4.21.xlsx**
- POA Overtime and Compensatory Time.xlsx
- POA Section 14.2, Levi, Standby Time.xlsx
- Substitute Instructional Timesheet EM 8.4.21.xlsx**
- Substitute Non-Instructional Timesheet EM 8.4.21.xlsx**

Reminder: Do not save the timesheets to your desktop. Obtain them directly from the [District Payroll Website](#).

Please contact me if you have any questions regarding the revised timesheets.

Thank you.