WVMCCD PAYROLL

FACULTY NEW HIRE ORIENTATION
Welcome New Hires!

West Valley College

MISSION COLLEGE
SANTA CLARA

The District Payroll Team would like to congratulate you on your new position!
Please visit and familiarize the District Payroll Website.

To access the District Payroll Website, visit [www.wvm.edu](http://www.wvm.edu) and click on the Faculty/Staff drop-down, select Payroll.
On the District Payroll Website you will see the following tabs:

- Welcome
- Hot Topics
- Payroll Team
- Payroll Calendars
  - Faculty are paid EM
- FAQs
- Forms
- Tax Shelter Annuities
- Training Materials
On the Hot Topics Tab, you will find current relevant Payroll information or notifications.
All Faculty are paid End of Month (EM)

To obtain a copy of the EM Payroll calendar, click the link on the Payroll Calendar tab
The FAQs tab has commonly asked questions and answers related to payroll.
Click on the Payroll Forms tab to find:

- Timesheets
- Self Service Banner information
- Salary Reduction Forms
- Payroll Calendars
- Foundation Deduction Form
- Tax Forms
- Direct Deposit Forms
- W2 Reissue Form

Never save timesheets, documents, or forms to your desktop. Obtain directly from the website when needed.
Please familiarize yourself with My Web Services aka Self Service Banner (SSB).

The link can be found on the District website, Scroll down the page until you see the link to “Login to SSB”
The SSB link will direct you to this login page.

For your first time logging in, please follow the instructions.
Once logged in, click on Employee tab.

You can view your payroll information including:

- Direct Deposit allocation
- Earnings History
- Pay Stub
- Deductions History

There is additional information you can view in SSB. However, to make changes to your Direct Deposit, or Taxes, you will need obtain a fillable form from the Forms tab on the District Payroll Website.
Direct Deposit

This is page 2 of the Payroll Direct Deposit Authorization form. Payroll can distribute your funds to three separate checking and/or savings accounts.

For checking accounts, you must provide a VOID check, or document from your bank that authorizes your employer to set-up your direct deposit. Without this documentation, payroll cannot process your request.
Submitting Forms to Payroll

• All documents, forms, & timesheets must be submitted to Payroll.Services@wvm.edu on the EM Deadline outlined on the EM Calendar by end of business day (5pm)

• For your security, any form that requires your SSN #, you may include your college ID # in its place

• Per the advice of District Auditors, any document requiring signatures must be Original or DocuSign
  • You can create a DocuSign account via the Employee Portal
Go to the District website, click on the Portal link at the top of the page and login.
Once you login to your Employee Portal, you will see the DocuSign Application.

Click on the DocuSign Application to create an account

Once you’ve established your account, you will be prompted to create a legally binding electronic signature & initials
In DocuSign you can upload, review, sign and send documents.
Question about your **Pay Rate**?
- Contact the Faculty Specialists in Human Resources. They are responsible for your Column and Step placement, which determines your pay rate.

Didn’t receive your pay?
- Connect with the Administrative Specialist of your Department to ensure all information was provided and received by the Faculty Specialists in Human Resources and/or
- Contact the [Faculty Specialists](mailto:facultyspecialists@yourdomain.com) in Human Resources

All other payroll questions...
- Contact any member of the [Payroll Team](mailto:payrollteam@yourdomain.com)
WVMCCD Payroll Team is here for you! Payroll contact information can be found on our website, or in the Microsoft Outlook Address Book.

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<thead>
<tr>
<th>Members</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Kathleen Freesei</td>
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<td>Kevin Brundage</td>
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<td>Tuyet Nguyen</td>
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