



# End-of-Month (EM) Payroll Deadlines

West Valley - Mission  
Community College District

Administrators, Classified, Confidential, Faculty, Supervisors & POA

## July 2023 – June 2024

Submit documents and timesheets to [Payroll.Services@wvm.edu](mailto:Payroll.Services@wvm.edu) by 5:00 pm.

Late timesheets and documents will be processed in the following pay period.

Timesheet Pay Period	EM Deadline 5:00 pm	Payday	Pay Date
Jun 16 – Jul 15	07/18/2023	Monday	07/31/2023
Jul 16 – Aug 15	08/17/2023	Thursday	08/31/2023
Aug 16 – Sep 15	09/19/2023	Friday	09/29/2023
Sep 16 – Oct 15	10/18/2023	Tuesday	10/31/2023
Oct 16 – Nov15	11/17/2023	Thursday	11/30/2023
* Nov 16 – Dec 15	12/15/2023	Wednesday	12/20/2023
Dec 16 – Jan 15	01/18/2024	Wednesday	01/31/2024
Jan 16 – Feb 15	02/20/2024	Thursday	02/29/2024
Feb 16 – Mar 15	03/18/2024	Friday	03/29/2024
Mar 16 – Apr 15	04/17/2024	Tuesday	04/30/2024
Apr 16 – May 15	05/17/2024	Friday	05/31/2024
May 16 – Jun 15	06/17/2024	Friday	06/28/2024
** Jun 16 – Jun 30	07/05/2024	Monday	07/31/2024
Jul 01 – Jul 15	07/18/2024	Monday	07/31/2024

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

Fall 2023 - 1 <sup>st</sup> payment: Friday, 09/08/2023	No timesheets or stipends on first payment. Subsequent payments will be at the end of the month for the remainder of the semester.
Spring 2024 - 1 <sup>st</sup> payment: Friday, 02/09/2024	

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

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