Mid-Month (MM) Payroll Calendar
Short-Term Employees & Student Workers (NOEs)
Academic Year 2023/2024

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	07/31/2023	08/02/2023	Tuesday	08/15/2023
Aug 01 – Aug 31	08/31/2023	09/05/2023	Friday	09/15/2023
Sep 01 – Sep 30	09/30/2023	10/03/2023	Friday	10/13/2023
Oct 01 – Oct 31	10/31/2023	11/02/2023	Wednesday	11/15/2023
Nov 01 – Nov 30	11/30/2023	12/04/2023	Friday	12/15/2023
Dec 01 – Dec 31	12/31/2023	01/03/2024	Friday	01/12/2024
Jan 01 – Jan 31	01/31/2024	02/02/2024	Thursday	02/15/2024
Feb 01 – Feb 29	02/29/2024	03/04/2024	Friday	03/15/2024
Mar 01 – Mar 31	03/31/2024	04/03/2024	Monday	04/15/2024
Apr 01 – Apr 30	04/30/2024	05/02/2024	Wednesday	05/15/2024
May 01 – May 31	05/31/2024	06/04/2024	Friday	06/14/2024
Jun 01 – Jun 30	06/30/2024	07/02/2024	Monday	07/15/2024

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.*