WVMCCD PAYROLL

FACULTY NEW HIRE ORIENTATION

Welcome New Hires!

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 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

Payroll

Home > Faculty / Staff > Fiscal Services > Payroll

Accounting Services
Accounts Payable
Budget
Payroll

West Valley - Mission Community College District

ABOUT   EXECS   FACULTY / STAFF ∨   COMMITTEES ∨   CONTACTS   PORTAL ∨

Welcome   Hot Topics   Payroll Team   **Payroll Calendars**   FAQs   Forms   Tax Shelter Annuities   Training Materials

Payroll Calendars

End of Month Payroll Calendar - July to December 2021

End of Month: Faculty, Classified, Confidential, Administrators, Supervisors & POA.

Mid-Month Payroll Calendar - July to December 2021

Mid-Month: Student Workers and Classified PT Hourly Employees.

End of Month (EM) Payroll Calendar

West Valley - Mission Community College District

July - December 2021

Full-Time & Part-Time Faculty and *all* permanent Classified Employees

Timesheet Pay Period	EM Timesheet Deadline	Payday	Pay Date
Jun 16 – Jul 15	07/19/2021	Friday	07/30/2021
Jul 16 – Aug 15	08/18/2021	Tuesday	08/31/2021
*FC Payroll	N/A	Friday	09/10/2021
Aug 16 – Sep 15	09/17/2021	Thursday	09/30/2021
Sep 16 – Oct 15	10/18/2021	Friday	10/29/2021
Oct 16 – Nov15	11/16/2021	Tuesday	11/30/2021
*Nov 16 – Dec 15	12/16/2021	Wednesday	12/22/2021
Dec 16 – Jan 15	01/18/2022	Monday	01/31/2022

Deadlines apply to the following payroll forms: Timesheets, Stipends, Salary Reduction forms, Federal & State Tax forms, and Direct Deposit Enrollment & Changes

Submit documents on due date by End of Business day to Payroll.Services@wvm.edu

Late timesheets and documents will be reviewed for processing the following pay period

*FC Payroll is payment for Part-Time Faculty and Overload contracts for Fall Semester 2021 (1st of 5 equal pay)
*Nov 16 – Dec 15 payroll documents due to payroll End of Business day on 12/16/2021 due to holiday break

District Finance EM Payroll Calendar July-Dec 2021   8/6/2021

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.

My Web Services (SSB)

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"
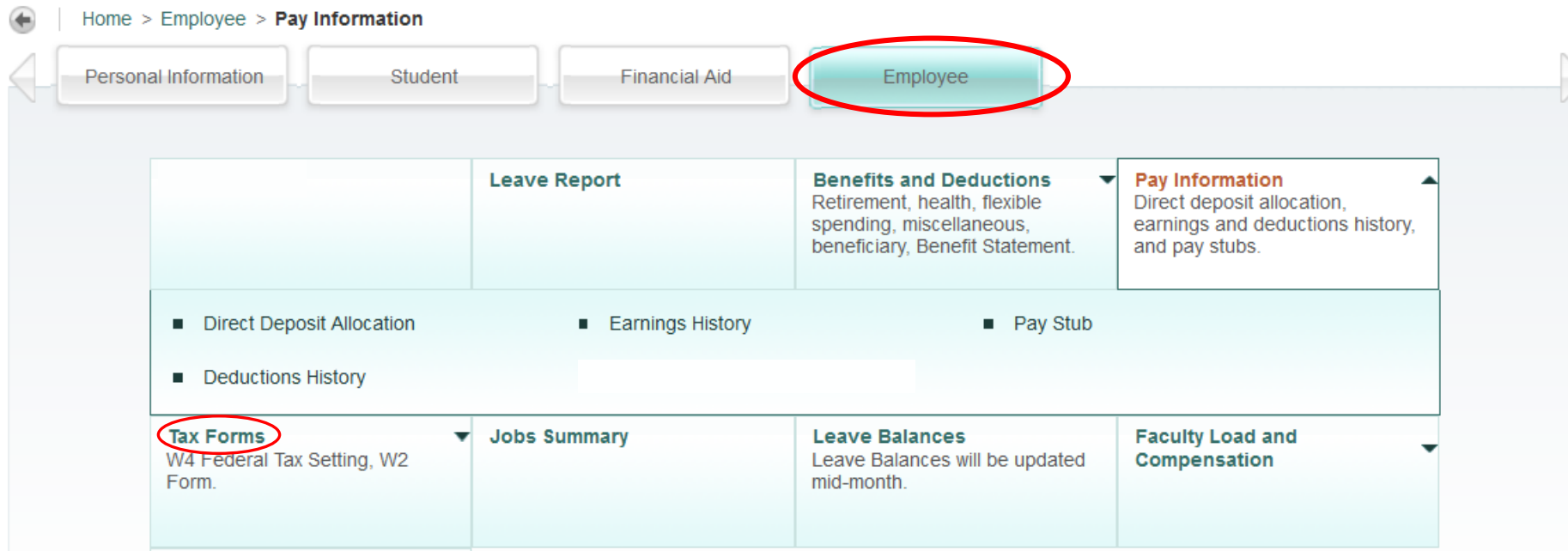
The SSB link will direct you to this login page.

For your first time logging in, please follow the instructions

Once logged in, click on Employee tab.

You can <u>view</u> your payroll information including:

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

There is additional information you can <u>view</u> 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.

WVMCCD 403b ROTH SRA Form.pdf

WVMCCD 403b TRADITIONAL SRA Form.pdf

WVMCCD 457 Deferred Compensation SRA Form.pdf

Payroll Deadline Calendar

EM Payroll Calendar Deadlines July - Dec. 2021.pdf

MM Payroll Calendar Deadlines July - Dec 2021.pdf

Foundation Deduction Form

Foundation Deduction Form.pdf

Fed and State Withholding

DE-4 CA State 2021.pdf ———————————→ State Tax (DE-4)

Instructions to display your 2020 W-2.pdf

Notice 1392.pdf

W-4 2021.pdf ———————————→ Federal Tax (W-4)

W4 NRA Sample.pdf

Direct Deposit Authorization Agreement

Direct Deposit Authorization Agreement - Updated 10.29.19 Form Fill.pdf ———→ Direct Deposit Form

Direct Deposit Authorization Agreement - Updated 10.29.19.pdf

Authorization - Change Forms

Request_Reissue_W2.pdf

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

Employee Portal & DocuSign

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
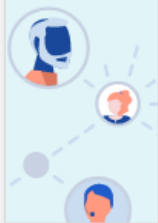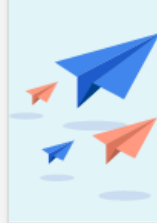
In DocuSign you can upload, review, sign and send documents.

Common Questions about your pay

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 in Human Resources

All other payroll questions…
- Contact any member of the Payroll Team

WVMCCD Payroll Team is here for you! Payroll contact information can be found on our website, or in the Microsoft Outlook Address Book.

Thank you!