



# WVMCCD PAYROLL

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FACULTY NEW HIRE ORIENTATION

# Welcome New Hires!

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The District Payroll Team would like to congratulate you on your new position!



# West Valley-Mission Community College District

Building Silicon Valley's future -

One student at a time.

## Covid-19 Information

The District is here to serve you during the pandemic.  
[Learn more about our COVID-19 efforts here.](#)

## BankMobile

We have partnered with BankMobile to deliver financial  
aid refunds.

[Learn more about BankMobile](#)  
[View our institutions's contract with BankMobile](#)

## Be The Change

Racial Equity Framework

[Board Resolution: Affirmed Commitment for African American Students and  
Employees](#)  
[Board Resolution Denouncing Hate Against AAPI](#)  
[Racial Equity - Social Justice 2020 Action Framework](#)  
[Board Resolution: Repeal of Proposition 209](#)  
[Social Justice Resources](#)  
[Resolution: Advancing DEI](#)

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



# Payroll

Home > Faculty / Staff > Fiscal Services > Payroll

Accounting Services

Accounts Payable

Budget

Payroll

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

## Welcome

The Payroll Department functions as the administrator for net pay, tax withholdings, and voluntary deductions. Working in coordination with the Human Resources Department, Payroll staff compute and distribute employee compensation accurately, in accordance with District policy, Bargaining units (Contractual agreements), Federal and State laws, Education Code and FSLA.

The Payroll office is located in the District office on the West Valley campus. All payroll related processing for academic, adjunct, classified full-time, part-time, and hourly employees are handled at the District office.

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



# Payroll

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- Payroll**

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- Hot Topics**
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## Hot Topics

### W-2 2020

Your 2020 W-2 Statement is available on My Web Services, aka Self Service Banner (SSB) for all employees. If you did not elect to receive your W-2 electronically, your statement will also be mailed to your address on file. Please click the link below to view instructions to display and print your W-2 Statement.

- [Instructions to display your 2020 W-2](#)

On the [Hot Topics Tab](#), you will find current relevant Payroll information or notifications



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## 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.

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

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 – Nov 15	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](mailto: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 (1<sup>st</sup> 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

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## FAQs

### Paychecks and PayStubs

Where do I pick up my paycheck?

Where can I find my Pay Stub and other payroll information?

Do I need to complete a Fed W-4 and a State Tax withholding form?

IRS 2019 Publication 15, (Circular E), Tax Guide

IRS Tax Withholding Estimator

### I did not receive my pay. What do I do now?

I was not paid for my Stipend work. Who do I contact?

I was not paid for overtime hours worked. Who do I contact?

I was not paid on my PT Faculty contract after acknowledging in the portal in SSB. Who do I contact?

I did not receive my paycheck, how do I get a replacement check?

### Direct Deposit

Direct Deposit – How does it work?

The [FAQs tab](#) has commonly asked questions and answers related to payroll.





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## Forms

### Timesheets

- [Certificated Hrlly Instr and Substitute Timesheet EM rev. 8.12.19.xlsx](#)
- [Classified Employee Percentage and Student Trustee Timesheet EM revised 8.16.19.xlsx](#)
- [Classified Hourly Timesheet MM rev. 8.16.19.xlsx](#)
- [Classified Overtime and Compensatory Time Timesheet EM revised 08-23-19.xlsx](#)
- [Community Education Timesheet EM rev. 8.12.19.xlsx](#)
- [COVID-19 Response Tracking Timesheet.xlsx](#)
- [POA Overtime and Compensatory Time.xlsx](#)
- [POA Section 14.2, Levi, Standby Time.xlsx](#)

### Self Service Banner - Paystubs and WTE

- [Understanding Your Banner Pay Stub.pdf](#)
- [WTE Approver - Approving a Timesheet V1.pdf](#)
- [WTE Assigning a Proxy V1.pdf](#)

### Salary Reduction Forms

- [CalPERS 457 Beneficiary Designation Form \(Fillable 2020\).pdf](#)

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)

The screenshot shows the website header with the logo and navigation menu. Below the header, there are three columns of links. The 'Banner' section is expanded, and the 'Login to SSB' link is circled in red. A red arrow points from the text on the right to this link.

Departments	Forms	Info and Help
Service Departments	General / Financial Services Forms	Work Orders
Human Resources	Accounts Payable Forms	Work Order Information
Facilities	Conference/Mileage/Petty Cash	I.S. Work Order
General Services	Budget Forms	Facilities Work Order Members
Purchasing	Payroll Forms	
Warehouse	Purchasing Forms	
Financial Services		Calendars
Payroll	HR Forms	Academic Calendars
Information Systems	Administrator Forms	Ad Astra Event and Academic Calendar
District Police	Classified Staff Forms and Calendars	Classified Calendars
Campus Police Website	Faculty Forms and Calendars	MC Campus Calendar
Parking Information	Student and Hourly Forms	WVC Campus Calendar
WVM Alert!	Job Descriptions - Salary Schedules	
Emergency Preparedness	Leaves and Worker's Compensation	District Data
	Other Program Forms	District Acronyms
	Foundation Forms	Employment Opportunities
		Banner
		<b>Login to SSB</b>
		Banner Resources
		Financial Services Banner Documents
		DegreeWorks

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”](#)



## User Login

**User ID:**

Enter the College ID#(User ID) provided in the email you received from the college after applying.

For example:

G08765432

**User ID is case-sensitive**

[Find my Id Number](#)

**Password:**

The Password(Pin) is your **six-digit birthday** *mmdyy*  
*This password will be separate from your password on MyWVM portal.*

**First time logging in:**

You will be prompted to change your password and create a secret question.

**For problems logging in contact:**

I.S. Help Desk: 408-741-2696

WVC AR: 408-741-2001

MC Welcome Center: 408-855-5007

To reset password, enter your id number then click Forgot PIN

User ID:

PIN:

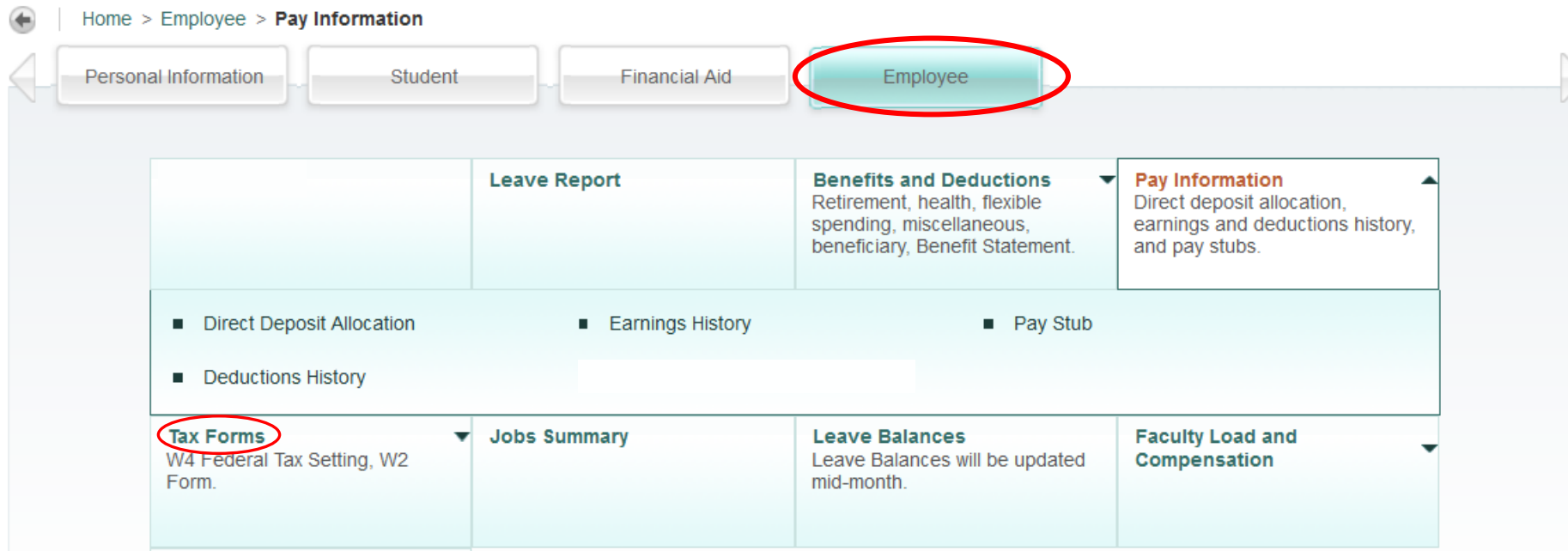
Login

[Click Here for Help with Login?](#)

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](#).



- [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](#)
- [Instructions to display your 2020 W-2.pdf](#)
- [Notice 1392.pdf](#)
- [W-4 2021.pdf](#)
- [W4 NRA Sample.pdf](#)

### Direct Deposit Authorization Agreement

- [Direct Deposit Authorization Agreement - Updated 10.29.19 Form Fill.pdf](#)
- [Direct Deposit Authorization Agreement - Updated 10.29.19.pdf](#)

### Authorization - Change Forms

- [Request\\_Reissue\\_W2.pdf](#)

State Tax (DE-4)

Federal Tax (W-4)

Direct Deposit Form



# Direct Deposit

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel
I hereby authorize West Valley-Mission Community College District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the bank named below, to credit and debit the same entries to such account.		
Bank Name: _____	<input type="checkbox"/> Checking or	<input type="checkbox"/> Savings
City: _____ (where bank is located)	State: _____	Zip Code: _____
Bank Transit #: _____	Deposit amount or % _____	
Account #: _____		
Bank Name: _____	<input type="checkbox"/> Checking or	<input type="checkbox"/> Savings
City: _____ (where bank is located)	State: _____	Zip Code: _____
Bank Transit #: _____	Deposit amount or % _____	
Account #: _____		
Bank Name: _____	<input type="checkbox"/> Checking or	<input type="checkbox"/> Savings
City: _____ (where bank is located)	State: _____	Zip Code: _____
Bank Transit #: _____	Deposit amount or % _____	
Account #: _____		
<small>This authority is to remain in full force and effect until West Valley-Mission Community College District has received written notification from me on its termination in such time (ten days) and in such manner as to afford West Valley-Mission Community College District and the institution(s) a reasonable time to act on it, or upon termination of my employment from the District. I have read the Direct Deposit instructions and understand that the District is not responsible for any errors or bank charges due to errors in the direct deposit process.</small>		
Employee Name (PRINT) _____	Banner ID: (G0123456)	
Employee Signature _____	Date _____	
<b>YOU MUST ATTACH VOIDED BLANK CHECK TO VALIDATE ACCOUNT INFORMATION.</b>		
<small>Revised: 10/29/19</small>		

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

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- All documents, forms, & timesheets must be submitted to [Payroll.Services@wvm.edu](mailto: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

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Go to the [District website](#), click on the Portal link at the top of the page and login

SharePoint

Search this site

WVM Employee Portal

Portal Home MC Student Portal WVC Student Portal IS Communications Portal Committees WVC Data Dashboards

Covid-19 info

West Valley College Info Mission College Info District Info

District Applications

- My Web Services - SSB
- Office 365
- Email
- Ad Astra
- Argos Reports
- I.S. Service Desk
- Mission College ETS Work Order
- Facilities Work Order
- Canvas - single sign on
- DocuSign**
- DegreeWorks
- Teams
- Cranium Cafe - Mission
- Cranium Cafe - West Valley
- Vision Resource Center
- Adobe Creative Cloud

Banner

- Banner 9 AppNav (PROD)
- My Web Services (aka SSB)
- CRM Advance
- Maps - Argos
- BDM
- Automic
- DEVL-TRNG-TEST-PPRD
- Banner 9 Project site

Training and Help

- IS Communications Portal
- Mission College Support
- West Valley Support

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





DocuSigned by:  
*Lindsey Alanis*  
391DDEC79747478...

Last 6 Months

0

Action Required

0

Waiting for Others

0

Expiring Soon

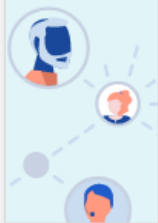
24

Completed

Drop documents here to get started

or

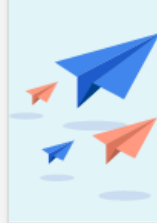
START ▾



**Automate Envelope Routing**

Now you can send to the right people based on predefined routing rules.

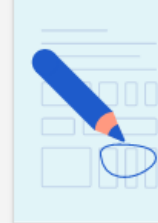
[Learn More](#)



**Save time with bulk send**

No need to send separate envelopes. Import a bulk list and each recipient receives a unique copy.

[Learn More](#)



**Drawing**

With drawing fields, recipients can upload or draw on images.

[Learn More](#)

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

# Common Questions about your pay

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## 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](#)



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Tax Shelter Annuities

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## Payroll Team

### Members



Cathleen  
Frecceri

Payroll Supervisor

(408) 741-2141



Lindsey Alanis

Financial Technician - Faculty  
and FT Classified A-Z

(408) 741-2693



Kevin  
Brundage

Financial Analyst - Payroll Tax  
Reporting

(408) 741-2083



Tuyet Nguyen

Financial Technician - Web Time  
Entry A-Z

(408) 741-2090



Betty Pap

Financial Technician - Web Time  
Entry A-Z

(408) 741-2118



[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!