



West Valley-Mission
Community College District

Overtime Timesheet Deadlines

Classified, Confidential Supervisors, & POA

Fiscal Year 2025-2026

Submit Overtime Timesheets to Payroll.Services@wvm.edu by 5:00 pm.

Timesheets received after the deadline will be processed in the next pay period.

Overtime Timesheet Pay Period	Payroll Due Date	End-of-Month Payroll Pay Date	
Jun 16 – Jul 15	07/18/2025	Friday	07/31/2025
Jul 16 – Aug 15	08/19/2025	Friday	08/29/2025
Aug 16 – Sep 15	09/17/2025	Tuesday	09/30/2025
Sep 16 – Oct 15	10/20/2025	Friday	10/31/2025
Oct 16 – Nov 15	11/17/2025	Wednesday	11/26/2025
Nov 16 – Dec 15	12/16/2025	Monday	12/22/2025
*Dec 16 – Dec 31	01/20/2026	Friday	01/30/2026

New Pay period – New Overtime Timesheet

Jan 1 – Jan 31	02/04/2026	Friday	02/27/2026
Feb 1 – Feb 28	03/04/2026	Monday	03/30/2026
Mar 1 – Mar 31	04/03/2026	Thursday	04/30/2026
Apr 1 – Apr 30	05/05/2026	Friday	05/29/2026
May 1 – May 31	06/03/2026	Tuesday	06/30/2026

***January Payroll:** January will serve as transition month, allowing Payroll to close the prior 2025 overtime pay cycle.