



West Valley-Mission  
Community College District

# Mid-Month (MM) Payroll Deadlines

## Short-Term Employees & Student Workers (NOEs)

### Academic Year 2026-2027

*Employees may NOT begin working until their NOE has been approved by HR.*

WTE Pay Period	Employee Submission Deadline	Approvers Deadline	Mid-Month Payroll Pay Date	
Jul 01 – Jul 31	07/31/2026	08/04/2026	Friday	08/14/2026
Aug 01 – Aug 31	08/31/2026	09/02/2026	Tuesday	09/15/2026
Sep 01 – Sep 30	09/30/2026	10/02/2026	Thursday	10/15/2026
Oct 01 – Oct 31	10/31/2026	11/03/2026	Friday	11/13/2026
Nov 01 – Nov 30	11/30/2026	12/02/2026	Tuesday	12/15/2026
Dec 01 – Dec 31	12/31/2026	01/05/2027	Friday	01/15/2027
Jan 01 – Jan 31	01/31/2027	02/02/2027	Thursday	02/11/2027
Feb 01 – Feb 28	02/28/2027	03/02/2027	Monday	03/15/2027
Mar 01 – Mar 31	03/31/2027	04/02/2027	Thursday	04/15/2027
Apr 01 – Apr 30	04/30/2027	05/04/2027	Friday	05/14/2027
May 01 – May 31	05/31/2027	06/02/2027	Tuesday	06/15/2027
Jun 01 – Jun 30	06/30/2027	07/02/2027	Thursday	07/15/2027

**Supervisors/Approvers:**

- Direct employees to submit their timesheets by the submission deadline.
- Approve employee WTE timesheet in SSB by the approval deadline.
- Questions regarding NOEs should be sent to [hr.assistant@wvm.edu](mailto:hr.assistant@wvm.edu).

**Employees:**

- Ensure your WTE timesheet is available in your SSB Portal for timely payment.