

**VENTURA COLLEGE  
STUDENT PAYROLL SCHEDULE**

**DEADLINE FOR ON-LINE TIME SHEETS:** Time sheets must be approved no later than the end of the workday following the end of pay period (unless otherwise notified). If a time sheet is not submitted on time, a paper time sheet will need to be completed for back pay and will be paid on the pay date following the end of the pay period during which it is submitted.

**PAY PERIODS:** Pay periods are always the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> – 31<sup>st</sup> (or last day of the month). A time sheet is required for each pay period during which a student works.

**PAY DATES:** Pay dates are scheduled for the 10<sup>th</sup> and 25<sup>th</sup> of each month. If either date falls on a weekend or holiday, the pay date will be moved to the nearest preceding day of business.

| <b>PAY PERIOD</b>                     | <b>TIME SHEET APPROVAL<br/>BY</b> | <b>*PAY DATE</b> |
|---------------------------------------|-----------------------------------|------------------|
| 1 <sup>st</sup> – 15 <sup>th</sup> →  | 16 <sup>th</sup> →                | 25 <sup>th</sup> |
| 16 <sup>th</sup> - 31 <sup>st</sup> → | 01 <sup>st</sup> →                | 10 <sup>th</sup> |

\*Paychecks will be available by 12:00 p.m. at the Student Business Office in the Student Services Center on scheduled pay dates. Remaining checks will be mailed at the close of business on the pay date.