

**VENTURA COLLEGE
PROFESSIONAL EXPERT PAYROLL SCHEDULE**

DEADLINE FOR TIME SHEETS: Time sheets must be received by Campus Payroll in the Student Business Office by the 5th of each month for work performed in the preceding month.

PAY PERIODS: Pay periods are always the 1st - 31st (or last day of the month). A time sheet is required for each pay period during which an employee works.

PAY DATES: Pay dates are scheduled for the last business day of the month following the pay period. If this date falls on a weekend or holiday, the pay date will be moved to the nearest preceding day of business.

PAY PERIOD	TIME SHEETS DUE IN STUDENT BUSINESS OFFICE	*PAY DATE
1 st – 31 st →	5 th →	31 st (month following pay period)

***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.**