

MERCED COLLEGE PAYROLL OFFICE



DUE DATES FOR EMPLOYEES TURNING IN TIME SHEETS & PAY DATES

Adjunct Faculty and Over Load

- Time sheets (if required per contract) due 1st of the month
- No grace period for Payroll to receive time sheet
- Employees paid on the 10th of the month

Adjunct Faculty and Over Load with Assignment Contracts

- No time sheet is required
- Employees paid on the 10th of the month
- Cancellation of class – submit a time sheet for any hours that you worked by the 1st of the month

Adjunct Faculty and Over Load Substitute for Another Faculty

- Must turn in a time sheet by the 1st of the month
- Indicate the instructor's name and section that you substituted for on the time sheet
- Employees paid on the 10th of the month

Short-Term/Substitute

- Time sheet due 10th of the month
- A three (3) day grace period for Payroll to receive time sheet
- Employees paid on the last working day of that month

Federal Work Study and Non-Work Study Students

- Students enter their hours worked on Merced College WebAdvisor – Time Entry
- Students must submit their hours to their supervisor by the 19th of the month
- Supervisors have until the 22nd to approve the hours
- Students paid on the 10th of the following month

Contracted Employees

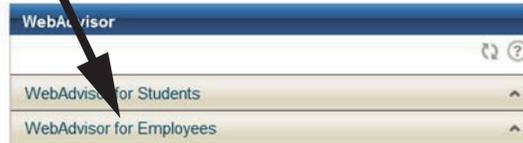
- Administrators, Management Team, Faculty, Classified and Part-time Classified
- No time sheets are due
- Employees paid on the last working day of the month

MC4ME EMPLOYEE INFORMATION

www.mccd.edu

STEP #1 Sign in to MC4ME portal

STEP #2 Select "WebAdvisor for Employees"
(located in lower right of page)



STEP #3 Select "Employee Information"



STEP #4 Select "View Pay Advices"
(posted on payday) or,
for W-2 statements,
Select "W-2 Statements"



STEP #5 Select the pay period to review
To print a copy:
Click "Click here for PDF report"
Click the printer icon
For assistance contact:
helpdesk@mccd.edu

CONTACTS

- Christine Stappenbeck, 384-6207, stappenbeck.c@mccd.edu
- Laurie Barney, 384-6208, barney.l@mccd.edu
- Meuy Saechao, 384-6215, saechao.m@mccd.edu

PAYROLL OFFICE

VP ADMINISTRATIVE SERVICES

Joanne Schultz

DIRECTOR BUSINESS & FISCAL SERVICES

Joe Allison

PAYROLL

Christine Stappenbeck

Laurie Barney

Meuy Saechao

PAYROLL HOURS: 8 am to 5 pm