



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

TO: New or Returning NANC/Adjunct Employees
FROM: Human Resources Department – Payroll Office
RE: **FACTS YOU SHOULD KNOW ABOUT PAYROLL**

Listed below are a few important facts you should know about payroll, as well as your responsibility as an employee, to ensure prompt accurate pay:

- New Employee Packet** All documents in your packet must be completed before they are returned to your supervisor or timekeeper. Any missing or incomplete documents may result in your pay being delayed.
- Electronic “Direct” Deposit/Access to WebAdvisor Pay** You may have your check directly deposited to any financial institution. The form to request electronic “direct” deposit is available from your timekeeper, any campus Business Office, the payroll office or on the HR website. After submitting your request, you will receive at least one (1) more paycheck before direct deposit takes effect. The money is credited to your account on the 10th of the month, or prior work day if the 10th falls on a weekend or holiday. Any employee may request access to WebAdvisor by emailing sdccdhr@sdccd.edu. WebAdvisor access will allow you to be able to access your pay advice online, anytime and anywhere with Internet access.
- Period/Date Paychecks Mailed** The pay period begins on the first and ends on the last day of the month. Paychecks are mailed on the 10th following the last day of the pay period to your home address. (If the 10th falls on a weekend or holiday, the checks are mailed the workday before). *Please review these thoroughly each month. You are responsible to report any issues to the Payroll Office as soon as possible.*
- Address Changes** “Address or Name Change Notice” form is available on the website <http://hr.sdccd.edu/payroll/payrollforms.cfm>. The form must be submitted to the Payroll Office via District mail, U.S. mail, or in person. **Paychecks with incorrect addresses are not forwarded by the Post Office!**
- Retirement Contribution** All employees must contribute to one of three (3) retirement systems: PERS, STRS, or the FICA Alternative Retirement Plan (Valic). You are eligible for a refund of contributions only after you terminate from District service. For more information call the Payroll Office at 619-388-6582.
- Voluntary Tax Deductions** You may sign up for additional tax withholdings. These deductions may be cancelled at any time with your authorization on the appropriate form. It is important to cancel your voluntary deductions at the end of your assignment; otherwise, if you are offered another assignment within 18 months the deductions will still be active on the payroll system. The form is available on the website at <http://hr.sdccd.edu/payroll/payrollforms.cfm>. Then click on the Form W-4 link.
- Resignation** [Resignation forms are found on the District HR website.](#)

The Payroll Office is located in the Human Resources Department at the District Office in Mission Valley, 3375 Camino del Rio South, Suite 380. Our office hours are Monday through Friday, 8:00 am to 5:00 pm. Use the chart below to contact your Payroll Team if you have any questions or need information regarding payroll. For general questions or questions regarding your current assignment/timecards please contact your site Business Administrative Services office.

WORK LOCATION	PAYROLL TECH	PAYROLL ASSISTANT
District Office, Plant Operation, & Overload for all campuses	Rachel 388-6585	Paula 388-6616
College Police	Minerva 388-6619	Paula 388-6616
City College	Minerva 388-6619	Paula 388-6616
Mesa College	Minerva 388-6619	Arla 388-6584
Miramamar College & ABSO	Rachel 388-6594	Ayoe 388-6595
Continuing Education	Dorinda 388-6845	Christopher 388-6583
Military Education	Sonia 388-6506	Laurie 388-6855