

# Full-time, Part-time, Part-time Faculty and Work Study Student Employees | 2025-2026

- All employees are paid bi-weekly on Friday.
  - Direct Deposit is mandatory for all employees. A \$25 per check fee will be charged to any employee who does not have direct deposit information on file.
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## Part-time Faculty Employees

- These employees are paid via an Electronic Personnel Action Form (EPAF), or through the Faculty Load and Compensation (FLAC) process.
- These electronic forms are submitted to the Human Resources Department by the department dean or supervisor.
- The first pay occurs on the first pay date after the effective date of a correctly submitted EPAF/FLAC received in HR on or before the due date.

## Part-time Staff Employees

- Part-time staff members enter their hours through Web Time Entry (WTE).
- Employees in this category should not exceed a total of 25 hours per week between all job assignments without the prior approval from their Department Vice President..

## Work Study Employees

- This category includes students working in the Institutional Work Study and Federal Work Study Programs.
- Employees in this category enter their hours through Web Time Entry (WTE).
- Federal Work Study students should never exceed 15 hours per week, even if the student has multiple positions.
- Institutional Work Study students should never exceed 20 hours per week, even if the student has multiple positions.
- The hourly pay rate for all work-study student employees is \$15.00.

**NOTE:** Part-time employees cannot teach classes unless teaching is their primary job and represents more than half of their hours worked in a work week. If teaching is their primary job, employees who work both part-time faculty and part-time hourly should not exceed 25 hours per week between both job assignments without prior approval.

# Pay Schedule for Fiscal Year 2025-2026

Any paperwork/EPAFs (Employee Personnel Action Forms) received after close of business on the "Due to HR" date will be processed in the next payroll. **These are NOT time sheet deadlines. They are for FLAC, EPAFs, changes to W-4s, direct deposits, etc.**

DUE TO HR ON OR BEFORE:	PAYROLL PROCESSING STARTS:	PAY DATES:
+ June 23, 2025	June 24, 2025	July 3, 2025
July 8, 2025	July 9, 2025	July 18, 2025
July 22, 2025	July 23, 2025	August 1, 2025
August 5, 2025	August 6, 2025	** August 15, 2025
August 19, 2025	August 20, 2025	# August 29, 2025
September 2, 2025	September 3, 2025	September 12, 2025
September 16, 2025	September 17, 2025	September 26, 2025
September 30, 2025	October 1, 2025	October 10, 2025
October 14, 2025	October 15, 2025	October 24, 2025
October 28, 2025	October 29, 2025	November 7, 2025
November 11, 2025	November 12, 2025	November 21, 2025
+November 20, 2025	November 21, 2025	December 5, 2025
December 9, 2025	December 10, 2025	December 19, 2025
+December 18, 2025	December 19, 2025	** January 2, 2025
January 6, 2026	January 7, 2026	January 16, 2026
January 20, 2026	January 21, 2026	# January 30, 2026
February 3, 2026	February 4, 2026	February 13, 2026
February 17, 2026	February 18, 2026	February 27, 2026
March 3, 2026	March 4, 2026	March 13, 2026
+ March 12, 2026	+ March 13, 2026	March 27, 2026
March 31, 2026	April 1, 2026	April 10, 2026
April 14, 2026	April 15, 2026	April 24, 2026
April 28, 2026	April 29, 2026	** May 8, 2026
May 12, 2026	May 13, 2026	May 22, 2026
+May 22, 2026	May 26, 2026	June 5, 2026
+June 9, 2026	June 9, 2026	June 19, 2026

\*\* First payroll date for returning one term temporary faculty. "New" one term temporary faculty may be paid on the next pay date.

# There are no voluntary payroll deductions on these pay dates

+ Early processing due to the Holiday

Updated 06/23/25

VALENCIA COLLEGE

# Pay Schedule for Academic Year 2025-2026

FACULTY WORK DATES:	PAY DATES:
FALL TERM	FALL TERM
August 1 - December 19	August 1, 2025
	August 15, 2025
	August 29, 2025
	September 12, 2025
	September 26, 2025
	October 10, 2025
	October 24, 2025
	November 7, 2025
	November 21, 2025
	December 5, 2025
	December 19, 2025
SPRING TERM	SPRING TERM
January 2 - March 27	January 2, 2026
	January 16, 2026
	January 30, 2026
	February 13, 2026
	February 27, 2026
	March 13, 2026
	March 27, 2026
SUMMER A	SUMMER A
April 10 - July 17	April 10, 2026
	April 24, 2026
	May 8, 2026
	May 22, 2026
	June 5, 2026
	June 19, 2026
	July 2, 2026
	July 17, 2026

ONE TERM TEMP FACULTY	
Fall Term 2025	August 15 - December 19, 2025 (10 pays)
Spring Term 2026	January 2 - April 24, 2026 (9 pays)
Summer Term 2026	May 8 - July 31, 2026 (7 pays)

ASSISTANT PROFESSORS
August 15, 2025 - April 10, 2026 (18 pays)
August 15, 2025 - July 31, 2026 (26 pays)

**Note:** Temporary contract only allows for 18 pays

PROFESSORS/ASSOCIATE PROFESSORS (26 PAYS)	
Fall Term 2025	August 1, 2025 - December 19, 2025
Spring Term 2026	January 2, 2026 - March 27, 2026
Summer Term 2026	April 10, 2026 - July 17, 2026