

Virginia's Community Colleges System
Payroll Submission and Distribution Schedule

**Semi-monthly
2020**

| Frequency | Employee Type |
|-----------|--|
| 70 | Classified, Admin Faculty, & 12-month Professional Faculty |
| 73 | WTA & Involuntary Separation |
| 74 | Administrative Faculty |
| 75 | Campus Police |
| 77 | 9-month Professional Faculty |

| Quarter | Pay Period | | HRMS Period | Certification Period ¹ | | | Pay Date | H2R Deadlines ² | Payroll Deadlines ³ | HRMS Interface ⁴ |
|---------|--------------|--------------|----------------|-----------------------------------|---|--------------|--------------|----------------------------|--------------------------------|-----------------------------|
| | Begin | End | | | | | | | | |
| 1 | December 25 | January 09 | 001 | January 06 | - | January 10 | January 16 | 12/20/2019 | 1/3/2020 | 1/14/2020 |
| | January 10 | January 24 | 002 | January 21 | - | January 27 | January 31 | 1/15/2020 | 1/17/2020 | 1/29/2020 |
| | January 25 | February 09 | 003 | February 04 | - | February 10 | February 14 | 1/29/2020 | 1/31/2020 | 2/12/2020 |
| | February 10 | February 24 | 004 | February 18 | - | February 24 | February 28 | 2/12/2020 | 2/14/2020 | 2/27/2020 |
| | February 25 | March 09 | 005 | March 04 | - | March 10 | March 16 | 2/27/2020 | 3/2/2020 | 3/12/2020 |
| | March 10 | March 24 | 006 | March 19 | - | March 25 | March 31 | 3/13/2020 | 3/17/2020 | 3/27/2020 |
| 2 | March 25 | April 09 | 007 | April 06 | - | April 10 | April 16 | 3/31/2020 | 4/2/2020 | 4/14/2020 |
| | April 10 | April 24 | 008 | April 21 | - | April 27 | May 01 | 4/15/2020 | 4/17/2020 | 4/29/2020 |
| | April 25 | May 09 | 009 | May 05 | - | May 11 | May 15 | 4/29/2020 | 5/1/2020 | 5/13/2020 |
| | May 10 | May 24 | 010 | May 20 | - | May 26 | June 01 | 5/14/2020 | 5/18/2020 | 5/27/2020 |
| | May 25 | June 09 | 011 | June 04 | - | June 10 | June 16 | 5/29/2020 | 6/2/2020 | 6/12/2020 |
| 3 | June 10 | June 24 | 012 | June 22 | - | June 25 | July 01 | 6/16/2020 | 6/18/2020 | 6/29/2020 |
| | June 25 | July 09 | 013 | July 06 | - | July 10 | July 16 | 6/30/2020 | 7/2/2020 | 7/14/2020 |
| | July 10 | July 24 | 014 | July 21 | - | July 27 | July 31 | 7/15/2020 | 7/17/2020 | 7/29/2020 |
| | July 25 | August 09 | 015 | August 04 | - | August 10 | August 14 | 7/29/2020 | 7/31/2020 | 8/12/2020 |
| | August 10 | August 24 | 016 | August 20 | - | August 26 | September 01 | 8/14/2020 | 8/18/2020 | 8/27/2020 |
| | August 25 | September 09 | 017 | September 04 | - | September 10 | September 16 | 8/31/2020 | 9/2/2020 | 9/14/2020 |
| | September 10 | September 24 | 018 | September 18 | - | September 24 | September 30 | 9/14/2020 | 9/16/2020 | 9/29/2020 |
| 4 | September 25 | October 09 | 019 | October 06 | - | October 09 | October 16 | 9/30/2020 | 10/2/2020 | 10/14/2020 |
| | October 10 | October 24 | 020 | October 20 | - | October 26 | October 30 | 10/14/2020 | 10/16/2020 | 10/28/2020 |
| | October 25 | November 09 | 021 | November 04 | - | November 09 | November 16 | 10/29/2020 | 11/2/2020 | 11/12/2020 |
| | November 10 | November 24 | 022 | November 18 | - | November 23 | December 01 | 11/12/2020 | 11/16/2020 | 11/27/2020 |
| | November 25 | December 09 | 023 | December 04 | - | December 10 | December 16 | 11/30/2020 | 12/2/2020 | 12/14/2020 |
| | December 10 | December 24 | 024 | December 18 | - | December 23 | December 31 | 12/14/2020 | 12/16/2020 | 12/29/2020 |

¹ The certification periods are estimated based DOA standards. Theses are subject to change once DOA provides official calendars.

² H2R Documents are due to SSC by 12:00 pm (noon).

³ Payroll Documents are due to SSC by 2:00 pm.

⁴ SSC Payroll begins the Interface process at 8:00 am. Unapproved Time will not be included in the pay run that period.

Virginia's Community Colleges System
Payroll Submission and Distribution Schedule

Semi-monthly 2020

Frequency
71

Employee Type
9-month Professional Faculty

| Quarter | Pay Period | | HRMS Period | Certification Period ¹ | | | Pay Date | H2R Deadlines ² | Payroll Deadlines ³ | HRMS Interface ⁴ |
|---------|--------------|--------------|----------------|-----------------------------------|---|--------------|--------------|----------------------------|--------------------------------|-----------------------------|
| | Begin | End | | | | | | | | |
| 1 | January 01 | January 15 | 001 | January 06 | - | January 10 | January 16 | 12/20/2019 | 1/3/2020 | 1/14/2020 |
| | January 16 | January 31 | 002 | January 21 | - | January 27 | January 31 | 1/15/2020 | 1/17/2020 | 1/29/2020 |
| | February 01 | February 15 | 003 | February 04 | - | February 10 | February 14 | 1/29/2020 | 1/31/2020 | 2/12/2020 |
| | February 16 | February 29 | 004 | February 18 | - | February 24 | February 28 | 2/12/2020 | 2/14/2020 | 2/27/2020 |
| | March 01 | March 15 | 005 | March 04 | - | March 10 | March 16 | 2/27/2020 | 3/2/2020 | 3/12/2020 |
| | March 16 | March 31 | 006 | March 19 | - | March 25 | March 31 | 3/13/2020 | 3/17/2020 | 3/27/2020 |
| 2 | April 01 | April 15 | 007 | April 06 | - | April 10 | April 16 | 3/31/2020 | 4/2/2020 | 4/14/2020 |
| | April 16 | April 30 | 008 | April 21 | - | April 27 | May 01 | 4/15/2020 | 4/17/2020 | 4/29/2020 |
| | May 01 | May 15 | 009 | May 05 | - | May 11 | May 15 | 4/29/2020 | 5/1/2020 | 5/13/2020 |
| | May 16 | May 31 | 010 | May 20 | - | May 26 | June 01 | 5/14/2020 | 5/18/2020 | 5/27/2020 |
| | June 01 | June 15 | 011 | June 04 | - | June 10 | June 16 | 5/29/2020 | 6/2/2020 | 6/12/2020 |
| 3 | June 16 | June 30 | 012 | June 22 | - | June 25 | July 01 | 6/16/2020 | 6/18/2020 | 6/29/2020 |
| | July 01 | July 15 | 013 | July 06 | - | July 10 | July 16 | 6/30/2020 | 7/2/2020 | 7/14/2020 |
| | July 16 | July 31 | 014 | July 21 | - | July 27 | July 31 | 7/15/2020 | 7/17/2020 | 7/29/2020 |
| | August 01 | August 15 | 015 | August 04 | - | August 10 | August 14 | 7/29/2020 | 7/31/2020 | 8/12/2020 |
| | August 16 | August 31 | 016 | August 20 | - | August 26 | September 01 | 8/14/2020 | 8/18/2020 | 8/27/2020 |
| | September 01 | September 15 | 017 | September 04 | - | September 10 | September 16 | 8/31/2020 | 9/2/2020 | 9/14/2020 |
| | September 16 | September 30 | 018 | September 18 | - | September 24 | September 30 | 9/14/2020 | 9/16/2020 | 9/29/2020 |
| 4 | October 01 | October 15 | 019 | October 06 | - | October 09 | October 16 | 9/30/2020 | 10/2/2020 | 10/14/2020 |
| | October 16 | October 31 | 020 | October 20 | - | October 26 | October 30 | 10/14/2020 | 10/16/2020 | 10/28/2020 |
| | November 01 | November 15 | 021 | November 04 | - | November 09 | November 16 | 10/29/2020 | 11/2/2020 | 11/12/2020 |
| | November 16 | November 30 | 022 | November 18 | - | November 23 | December 01 | 11/12/2020 | 11/16/2020 | 11/27/2020 |
| | December 01 | December 15 | 023 | December 04 | - | December 10 | December 16 | 11/30/2020 | 12/2/2020 | 12/14/2020 |
| | December 16 | December 31 | 024 | December 18 | - | December 23 | December 31 | 12/14/2020 | 12/16/2020 | 12/29/2020 |

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⁴ SSC Payroll begins the Interface process at 8:00 am. Unapproved Time will not be included in the pay run that period.

Virginia's Community Colleges System
Payroll Submission and Distribution Schedule

Semi-monthly 2020

| Frequency | Employee Type |
|-----------|---------------------------------------|
| 70 | 12-month Professional Faculty |
| 71 | 9-month Professional Faculty (18-Pay) |
| 77 | 9-month Professional Faculty (24-Pay) |

| Quarter | Pay Period | | HRMS Period | Certification Period ¹ | | | Pay Date | H2R Deadlines ² | Payroll Deadlines ³ | HRMS Interface ⁴ |
|---------|------------|-----------|----------------|-----------------------------------|---|-----------|-----------|----------------------------|--------------------------------|-----------------------------|
| | Begin | End | | | | | | | | |
| 2 | May 16 | May 31 | 010 | May 20 | - | May 26 | June 01 | 5/14/2020 | 5/18/2020 | 5/27/2020 |
| | June 01 | June 15 | 011 | June 04 | - | June 10 | June 16 | 5/29/2020 | 6/2/2020 | 6/12/2020 |
| | June 16 | June 30 | 012 | June 17 | - | June 19 | June 30 | 6/11/2020 | 6/15/2020 | 6/29/2020 |
| 3 | July 01 | July 15 | 013 | July 06 | - | July 10 | July 16 | 6/30/2020 | 7/2/2020 | 7/14/2020 |
| | July 16 | July 31 | 014 | July 21 | - | July 27 | July 31 | 7/15/2020 | 7/17/2020 | 7/29/2020 |
| | August 01 | August 15 | 015 | August 04 | - | August 10 | August 14 | 7/29/2020 | 7/31/2020 | 8/12/2020 |

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² H2R Documents are due to SSC by 12:00 pm (noon).

³ Payroll Documents are due to SSC by 2:00 pm.

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Virginia's Community Colleges System
Payroll Submission and Distribution Schedule

**Bi-weekly
2020**

| | |
|-----------|--|
| Frequency | Employee Type |
| 40 | Wage |
| 41 | Federal Work Study |
| 42 | College Work Study & Other Student Workers |
| 43 | Community Service & Adjunct Faculty |
| 44 | Adjunct Faculty |

| Quarter | Pay Period | | HRMS Period | Certification Period ¹ | | | CIPPS PP Ind | Pay Date | H2R Deadlines ² | Payroll Deadlines ³ | HRMS Interface ⁴ |
|---------|--------------|--------------|----------------|-----------------------------------|---|--------------|-----------------|--------------|----------------------------|--------------------------------|-----------------------------|
| | Begin | End | | | | | | | | | |
| 1 | December 06 | December 19 | 001 | December 31 | - | December 31 | 1 | January 03 | 12/15/2019 | 12/17/2019 | 12/19/2019 |
| | December 20 | January 02 | 002 | January 08 | - | January 13 | 2 | January 17 | 12/20/2019 | 1/3/2020 | 1/7/2020 |
| | January 03 | January 16 | 003 | January 22 | - | January 28 | 0 | January 31 | 1/15/2020 | 1/17/2020 | 1/21/2020 |
| | January 17 | January 30 | 004 | February 05 | - | February 11 | 1 | February 14 | 1/29/2020 | 1/31/2020 | 2/4/2020 |
| | January 31 | February 13 | 005 | February 19 | - | February 25 | 2 | February 28 | 2/12/2020 | 2/14/2020 | 2/18/2020 |
| | February 14 | February 27 | 006 | March 04 | - | March 10 | 1 | March 13 | 2/26/2020 | 2/28/2020 | 3/3/2020 |
| | February 28 | March 12 | 007 | March 18 | - | March 24 | 2 | March 27 | 3/11/2020 | 3/13/2020 | 3/17/2020 |
| 2 | March 13 | March 26 | 008 | April 01 | - | April 07 | 1 | April 10 | 3/25/2020 | 3/27/2020 | 3/31/2020 |
| | March 27 | April 09 | 009 | April 15 | - | April 21 | 2 | April 24 | 4/8/2020 | 4/10/2020 | 4/14/2020 |
| | April 10 | April 23 | 010 | April 29 | - | May 05 | 1 | May 08 | 4/22/2020 | 4/24/2020 | 4/28/2020 |
| | April 24 | May 07 | 011 | May 13 | - | May 19 | 2 | May 22 | 5/6/2020 | 5/8/2020 | 5/12/2020 |
| | May 08 | May 21 | 012 | May 27 | - | June 02 | 1 | June 05 | 5/20/2020 | 5/22/2020 | 5/26/2020 |
| | May 22 | June 04 | 013 | June 10 | - | June 16 | 2 | June 19 | 6/3/2020 | 6/5/2020 | 6/9/2020 |
| | June 05 | June 18 | 014 | June 25 | - | June 29 | 1 | July 03 | 6/17/2020 | 6/19/2020 | 6/23/2020 |
| 3 | June 19 | July 02 | 015 | July 08 | - | July 14 | 2 | July 17 | 6/30/2020 | 7/2/2020 | 7/7/2020 |
| | July 03 | July 16 | 016 | July 22 | - | July 28 | 0 | July 31 | 7/15/2020 | 7/17/2020 | 7/21/2020 |
| | July 17 | July 30 | 017 | August 05 | - | August 11 | 1 | August 14 | 7/29/2020 | 7/31/2020 | 8/4/2020 |
| | July 31 | August 13 | 018 | August 19 | - | August 25 | 2 | August 28 | 8/12/2020 | 8/14/2020 | 8/18/2020 |
| | August 14 | August 27 | 019 | September 02 | - | September 08 | 1 | September 11 | 8/26/2020 | 8/28/2020 | 9/1/2020 |
| | August 28 | September 10 | 020 | September 16 | - | September 22 | 2 | September 25 | 9/9/2020 | 9/11/2020 | 9/15/2020 |
| 4 | September 11 | September 24 | 021 | September 30 | - | October 06 | 1 | October 09 | 9/23/2020 | 9/25/2020 | 9/29/2020 |
| | September 25 | October 08 | 022 | October 14 | - | October 20 | 2 | October 23 | 10/7/2020 | 10/9/2020 | 10/13/2020 |
| | October 09 | October 22 | 023 | October 28 | - | November 03 | 1 | November 06 | 10/21/2020 | 10/23/2020 | 10/27/2020 |
| | October 23 | November 05 | 024 | November 11 | - | November 17 | 2 | November 20 | 11/4/2020 | 11/6/2020 | 11/10/2020 |
| | November 06 | November 19 | 025 | November 25 | - | December 01 | 1 | December 04 | 11/18/2020 | 11/20/2020 | 11/24/2020 |
| | November 20 | December 03 | 026 | December 09 | - | December 15 | 2 | December 18 | 12/2/2020 | 12/4/2020 | 12/8/2020 |
| | December 04 | December 17 | 027 | December 18 | - | December 23 | 0 | December 31 | 12/15/2020 | 12/17/2020 | 12/18/2020 |

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³ Payroll Documents are due to SSC by 2:00 pm.

⁴ SSC Payroll begins the Interface process at 8:00 am. Unapproved Time will not be included in the pay run that period.

Virginia's Community Colleges System
PMIS Entry Window

Semi-monthly 2020

| Quarter | Pay Period | | HRMS Period | Certification Period | | Pay Date | PMIS Entry Period | |
|---------|--------------|--------------|----------------|----------------------|---|--------------|-------------------|------------------|
| | Begin | End | | | | | Begin | End ¹ |
| 1 | December 25 | January 09 | 1 | January 06 | - | January 10 | January 16 | 12/24/2019 |
| | January 10 | January 24 | 2 | January 21 | - | January 27 | January 31 | 1/11/2020 |
| | January 25 | February 09 | 3 | February 04 | - | February 10 | February 14 | 1/28/2020 |
| | February 10 | February 24 | 4 | February 18 | - | February 24 | February 28 | 2/11/2020 |
| | February 25 | March 09 | 5 | March 04 | - | March 10 | March 16 | 2/25/2020 |
| | March 10 | March 24 | 6 | March 19 | - | March 25 | March 31 | 3/11/2020 |
| 2 | March 25 | April 09 | 7 | April 06 | - | April 10 | April 16 | 3/26/2020 |
| | April 10 | April 24 | 8 | April 21 | - | April 27 | May 01 | 4/11/2020 |
| | April 25 | May 09 | 9 | May 05 | - | May 11 | May 15 | 4/28/2020 |
| | May 10 | May 24 | 10 | May 20 | - | May 26 | June 01 | 5/12/2020 |
| | May 25 | June 09 | 11 | June 04 | - | June 10 | June 16 | 5/27/2020 |
| 3 | June 10 | June 24 | 12 | June 22 | - | June 25 | July 01 | 6/11/2020 |
| | June 25 | July 09 | 13 | July 06 | - | July 10 | July 16 | 6/26/2020 |
| | July 10 | July 24 | 14 | July 21 | - | July 27 | July 31 | 7/11/2020 |
| | July 25 | August 09 | 15 | August 04 | - | August 10 | August 14 | 7/28/2020 |
| | August 10 | August 24 | 16 | August 20 | - | August 26 | September 01 | 8/11/2020 |
| | August 25 | September 09 | 17 | September 04 | - | September 10 | September 16 | 8/27/2020 |
| | September 10 | September 24 | 18 | September 18 | - | September 24 | September 30 | 9/11/2020 |
| 4 | September 25 | October 09 | 19 | October 06 | - | October 11 | October 16 | 9/25/2020 |
| | October 10 | October 24 | 20 | October 20 | - | October 26 | October 30 | 10/12/2020 |
| | October 25 | November 09 | 21 | November 04 | - | November 10 | November 16 | 10/27/2020 |
| | November 10 | November 24 | 22 | November 19 | - | November 25 | December 01 | 11/11/2020 |
| | November 25 | December 09 | 23 | December 04 | - | December 10 | December 16 | 11/26/2020 |
| | December 10 | December 24 | 24 | December 18 | - | December 23 | December 31 | 12/11/2020 |

¹ The End date applies to the effective date of the transaction in PMIS, not the date the transaction is entered. All transactions with an effective date after End date and before the following Begin date should be held until the new entry period.

Virginia State Holidays

2020

| | |
|------------------|--------------|
| New Year's Day | January 01 |
| Lee-Jackson Day | January 17 |
| MLK Day | January 20 |
| President's Day | February 17 |
| Memorial Day | May 25 |
| Independence Day | July 03 |
| Labor Day | September 07 |
| Columbus Day | October 12 |
| Veteran's Day | November 11 |
| Thanksgiving | November 26 |
| Thanksgiving | November 27 |
| Christmas Eve | December 24 |
| Christmas | December 25 |