Virginia State Holidays

2021

New Year's Day	January 01
Martin Luther King Jr. Day	January 18
George Washington Day	February 15
Memorial Day	May 31
Juneteenth	June 18
Independence Day	July 05
Labor Day	September 06
Columbus & Yorktown Victory Day	October 11
Election Day	November 02
Veteran's Day	November 11
4 Hours Additional Holiday Time	November 24
Thanksgiving	November 25
Day After Thanksgiving	November 26
Christmas Eve	December 23
Christmas	December 24
2022 New Year's Day Observed	December 31

Virginia Community College System
Payroll Submission and Distribution Schedule

18-Pay
Semi-monthly
2021

	Frequency	Employee Type
	71	9-month Professional Faculty

Quarter	Pay Period Begin	Pay Period End	HRMS Period	Certification Period [1]			Pay Date	H2R Deadlines [2]	Payroll Deadlines [3]	HRMS Interface [4]
1	January 01	January 15	001	January 06	-	January 11	January 15	12/28/2020	1/5/2021	1/13/2021
	January 16	January 31	002	January 21	-	January 26	February 01	1/15/2021	1/19/2021	1/27/2021
	February 01	February 15	003	February 04	-	February 09	February 16	1/29/2021	2/2/2021	2/12/2021
	February 16	February 28	004	February 18	-	February 23	March 01	2/12/2021	2/16/2021	3/1/2021
	March 01	March 15	005	March 05	-	March 10	March 16	3/1/2021	3/3/2021	3/12/2021
	March 16	March 31	006	March 22	-	March 25	March 31	3/16/2021	3/18/2021	3/29/2021
2	April 01	April 15	007	April 07	-	April 12	April 16	4/1/2021	4/5/2021	4/14/2021
	April 16	April 30	008	April 21	-	April 26	April 30	4/15/2021	4/19/2021	4/28/2021
	May 01	May 15	009	May 05	-	May 10	May 14	4/29/2021	5/3/2021	5/12/2021
	May 16	May 31	010	May 20	-	May 25	June 01	5/14/2021	5/18/2021	5/27/2021
	June 01	June 15	011	June 07	-	June 10	June 16	6/1/2021	6/3/2021	6/14/2021
3	June 16	June 30	012	June 22	-	June 25	July 01	6/16/2021	6/18/2021	6/29/2021
	July 01	July 15	013	July 07	-	July 12	July 16	7/1/2021	7/5/2021	7/14/2021
	July 16	July 31	014	July 21	-	July 26	July 30	7/15/2021	7/19/2021	7/28/2021
	August 01	August 15	015	August 05	-	August 10	August 16	7/30/2021	8/3/2021	8/12/2021
	August 16	August 31	016	August 23	-	August 26	September 01	8/17/2021	8/19/2021	8/27/2021
	September 01	September 15	017	September 07	-	September 10	September 16	9/1/2021	9/3/2021	9/14/2021
	September 16	September 30	018	September 21	-	September 24	September 30	9/15/2021	9/17/2021	9/29/2021
4	October 01	October 15	019	October 05	-	October 08	October 15	9/29/2021	10/1/2021	10/13/2021
	October 16	October 31	020	October 21	-	October 26	November 01	10/15/2021	10/19/2021	10/27/2021
	November 01	November 15	021	November 04	-	November 09	November 16	10/29/2021	11/2/2021	11/12/2021
	November 16	November 30	022	November 18	-	November 23	December 01	11/12/2021	11/16/2021	11/29/2021
	December 01	December 15	023	December 07	-	December 10	December 16	12/1/2021	12/3/2021	12/14/2021
	December 16	December 31	024	December 22	-	December 27	December 31	12/16/2021	12/20/2021	1/4/2022

[1] The certification periods are estimated based on DOA standards.

[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 Community College System
PMIS Entry Window

Semi-monthly
2021

Quarter	Pay Period Begin	Pay Period End	HRMS Period	Certification Period			Pay Date	PMIS Entry Period Begin	PMIS Entry Period End [1]
1	December 25	January 09	1	January 06	-	January 11	January 15	12/24/2020	1/4/2021
	January 10	January 24	2	January 21	-	January 26	February 01	1/12/2021	1/19/2021
	January 25	February 09	3	February 04	-	February 09	February 16	1/27/2021	2/2/2021
	February 10	February 24	4	February 18	-	February 23	March 01	2/10/2021	2/16/2021
	February 25	March 09	5	March 05	-	March 10	March 16	2/24/2021	3/3/2021
	March 10	March 24	6	March 22	-	March 25	March 31	3/11/2021	3/18/2021
2	March 25	April 09	7	April 07	-	April 12	April 16	3/26/2021	4/5/2021
	April 10	April 24	8	April 21	-	April 26	April 30	4/13/2021	4/19/2021
	April 25	May 09	9	May 05	-	May 10	May 14	4/27/2021	5/3/2021
	May 10	May 24	10	May 20	-	May 25	June 01	5/11/2021	5/18/2021
	May 25	June 09	11	June 07	-	June 10	June 16	5/26/2021	6/3/2021
3	June 10	June 24	12	June 22	-	June 25	July 01	6/11/2021	6/18/2021
	June 25	July 09	13	July 07	-	July 12	July 16	6/26/2021	7/5/2021
	July 10	July 24	14	July 21	-	July 26	July 30	7/13/2021	7/19/2021
	July 25	August 09	15	August 05	-	August 10	August 16	7/27/2021	8/3/2021
	August 10	August 24	16	August 23	-	August 26	September 01	8/11/2021	8/19/2021
	August 25	September 09	17	September 07	-	September 10	September 16	8/27/2021	9/3/2021
	September 10	September 24	18	September 21	-	September 24	September 30	9/11/2021	9/17/2021
4	September 25	October 09	19	October 05	-	October 08	October 15	9/25/2021	10/1/2021
	October 10	October 24	20	October 21	-	October 26	November 01	10/9/2021	10/19/2021
	October 25	November 09	21	November 04	-	November 09	November 16	10/27/2021	11/2/2021
	November 10	November 24	22	November 18	-	November 23	December 01	11/10/2021	11/16/2021
	November 25	December 09	23	December 07	-	December 10	December 16	11/24/2021	12/3/2021
	December 10	December 24	24	December 22	-	December 27	December 31	12/11/2021	12/17/2021

[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 Community College System
Payroll Submission and Distribution Schedule

Summer
Semi-monthly
2021

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 Begin	End	HRMS Period	Certification Period [1]			Pay Date	H2R Deadlines [2]	Payroll Deadlines [3]	HRMS Interface [4]
2	May 16	May 31	010	May 20	-	May 25	June 01	5/14/2021	5/18/2021	5/27/2021
	June 01	June 15	011	June 07	-	June 10	June 16	6/1/2021	6/3/2021	6/14/2021
	June 16	June 30	012	June 21	-	June 21	June 30	6/15/2021	6/17/2021	6/29/2021
3	July 01	July 15	013	July 07	-	July 12	July 16	7/1/2021	7/5/2021	7/14/2021
	July 16	July 31	014	July 21	-	July 26	July 30	7/15/2021	7/19/2021	7/28/2021
	August 01	August 15	015	August 05	-	August 10	August 16	7/30/2021	8/3/2021	8/12/2021

[1] The certification periods are estimated based on DOA standards.

[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 Community College System
Payroll Submission and Distribution Schedule

24-Pay Semi-monthly 2021

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 Begin	Pay Period End	HRMS Period	Certification Period [1]		Pay Date	H2R Deadlines [2]	Payroll Deadlines [3]	HRMS Interface [4]
1	December 25	January 09	001	January 06	- January 11	January 15	12/21/2020	1/4/2021	1/13/2021
	January 10	January 24	002	January 21	- January 26	February 01	1/15/2021	1/19/2021	1/27/2021
	January 25	February 09	003	February 04	- February 09	February 16	1/29/2021	2/2/2021	2/12/2021
	February 10	February 24	004	February 18	- February 23	March 01	2/12/2021	2/16/2021	3/1/2021
	February 25	March 09	005	March 05	- March 10	March 16	3/1/2021	3/3/2021	3/12/2021
	March 10	March 24	006	March 22	- March 25	March 31	3/16/2021	3/18/2021	3/29/2021
2	March 25	April 09	007	April 07	- April 12	April 16	4/1/2021	4/5/2021	4/14/2021
	April 10	April 24	008	April 21	- April 26	April 30	4/15/2021	4/19/2021	4/28/2021
	April 25	May 09	009	May 05	- May 10	May 14	4/29/2021	5/3/2021	5/12/2021
	May 10	May 24	010	May 20	- May 25	June 01	5/14/2021	5/18/2021	5/27/2021
	May 25	June 09	011	June 07	- June 10	June 16	6/1/2021	6/3/2021	6/14/2021
3	June 10	June 24	012	June 22	- June 25	July 01	6/16/2021	6/18/2021	6/29/2021
	June 25	July 09	013	July 07	- July 12	July 16	7/1/2021	7/5/2021	7/14/2021
	July 10	July 24	014	July 21	- July 26	July 30	7/15/2021	7/19/2021	7/28/2021
	July 25	August 09	015	August 05	- August 10	August 16	7/30/2021	8/3/2021	8/12/2021
	August 10	August 24	016	August 23	- August 26	September 01	8/17/2021	8/19/2021	8/27/2021
	August 25	September 09	017	September 07	- September 10	September 16	9/1/2021	9/3/2021	9/14/2021
	September 10	September 24	018	September 21	- September 24	September 30	9/15/2021	9/17/2021	9/29/2021
4	September 25	October 09	019	October 05	- October 08	October 15	9/29/2021	10/1/2021	10/13/2021
	October 10	October 24	020	October 21	- October 26	November 01	10/15/2021	10/19/2021	10/27/2021
	October 25	November 09	021	November 04	- November 09	November 16	10/29/2021	11/2/2021	11/12/2021
	November 10	November 24	022	November 18	- November 23	December 01	11/12/2021	11/16/2021	11/29/2021
	November 25	December 09	023	December 07	- December 10	December 16	12/1/2021	12/3/2021	12/14/2021
	December 10	December 24	024	December 22	- December 27	December 31	12/16/2021	12/20/2021	1/4/2022

[1] The certification periods are estimated based on DOA standards.

[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 Community College System
Payroll Submission and Distribution Schedule

Bi-weekly
2021

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 Begin	Pay Period End	HRMS Period	Certification Period [1]			CIPPS PP Ind	Pay Date	H2R Deadlines [2]	Payroll Deadlines [3]	HRMS Interface [4]
1	December 18	December 31	002	January 06	-	January 12	1	January 15	12/17/2020	12/21/2020	1/5/2021
	January 01	January 14	003	January 20	-	January 26	2	January 29	1/13/2021	1/15/2021	1/19/2021
	January 15	January 28	004	February 03	-	February 09	1	February 12	1/27/2021	1/29/2021	2/2/2021
	January 29	February 11	005	February 17	-	February 23	2	February 26	2/10/2021	2/12/2021	2/16/2021
	February 12	February 25	006	March 03	-	March 09	1	March 12	2/24/2021	2/26/2021	3/2/2021
	February 26	March 11	007	March 17	-	March 23	2	March 26	3/10/2021	3/12/2021	3/16/2021
	March 12	March 25	008	March 31	-	April 06	1	April 09	3/24/2021	3/26/2021	3/30/2021
2	March 26	April 08	009	April 14	-	April 20	2	April 23	4/7/2021	4/9/2021	4/13/2021
	April 09	April 22	010	April 28	-	May 04	1	May 07	4/21/2021	4/23/2021	4/27/2021
	April 23	May 06	011	May 12	-	May 18	2	May 21	5/5/2021	5/7/2021	5/11/2021
	May 07	May 20	012	May 26	-	June 01	1	June 04	5/19/2021	5/21/2021	5/25/2021
	May 21	June 03	013	June 09	-	June 15	2	June 18	6/2/2021	6/4/2021	6/8/2021
	June 04	June 17	014	June 23	-	June 29	1	July 02	6/16/2021	6/18/2021	6/22/2021
	June 18	July 01	015	July 07	-	July 13	2	July 16	6/30/2021	7/2/2021	7/6/2021
3	July 02	July 15	016	July 21	-	July 27	0	July 30	7/14/2021	7/16/2021	7/20/2021
	July 16	July 29	017	August 04	-	August 10	1	August 13	7/28/2021	7/30/2021	8/3/2021
	July 30	August 12	018	August 18	-	August 24	2	August 27	8/11/2021	8/13/2021	8/17/2021
	August 13	August 26	019	September 01	-	September 07	1	September 10	8/25/2021	8/27/2021	8/31/2021
	August 27	September 09	020	September 15	-	September 21	2	September 24	9/8/2021	9/10/2021	9/14/2021
	September 10	September 23	021	September 29	-	October 05	1	October 08	9/22/2021	9/24/2021	9/28/2021
4	September 24	October 07	022	October 13	-	October 19	2	October 22	10/6/2021	10/8/2021	10/12/2021
	October 08	October 21	023	October 22	-	October 28	1	November 05	10/20/2021	10/22/2021	10/26/2021
	October 22	November 04	024	November 10	-	November 16	2	November 19	11/3/2021	11/5/2021	11/9/2021
	November 05	November 18	025	November 24	-	November 30	1	December 03	11/17/2021	11/19/2021	11/23/2021
	November 19	December 02	026	December 08	-	December 14	2	December 17	12/1/2021	12/3/2021	12/7/2021
	December 03	December 16	001	December 22	-	December 28	0	December 31	12/15/2021	12/17/2021	12/20/2021

[1] The certification periods are estimated based on DOA standards. These 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.