

Virginia State Holidays 2022

Martin Luther King Jr. Day	January 17
George Washington Day	February 21
Memorial Day	May 30
Juneteenth	June 20
Independence Day	July 04
Labor Day	September 05
Columbus & Yorktown Victory Day	October 10
Election Day	November 08
Veteran's Day	November 11
4 Hours Additional Holiday Time	November 23
Thanksgiving	November 24
Day After Thanksgiving	January 25
Christmas Eve	December 23
Christmas	December 26

Semi-monthly PMIS Entry Window 2022

Quarter	Pay Period		HRMS Period	Certification Period		Pay Date	PMIS Entry Period	
	Begin	End		Begin	End		Begin	End ¹
1	December 25	January 09	1	January 05	- January 10	January 14	12/28/2021	1/3/2022
	January 10	January 24	2	January 21	- January 26	February 01	1/11/2022	1/19/2022
	January 25	February 09	3	February 07	- February 10	February 16	1/27/2022	2/3/2022
	February 10	February 24	4	February 18	- February 23	March 01	2/11/2022	2/16/2022
	February 25	March 09	5	March 07	- March 10	March 16	2/24/2022	3/3/2022
	March 10	March 24	6	March 22	- March 25	March 31	3/11/2022	3/18/2022
2	March 25	April 09	7	April 06	- April 11	April 15	3/26/2022	4/4/2022
	April 10	April 24	8	April 20	- April 25	April 29	4/12/2022	4/18/2022
	April 25	May 09	9	May 05	- May 10	May 16	4/26/2022	5/3/2022
	May 10	May 24	10	May 20	- May 25	June 01	5/11/2022	5/18/2022
	May 25	June 09	11	June 07	- June 10	June 16	5/26/2022	6/3/2022
3	June 10	June 24	12	June 22	- June 27	July 01	6/11/2022	6/17/2022
	June 25	July 09	13	July 06	- July 11	July 15	6/28/2022	7/1/2022
	July 10	July 24	14	July 21	- July 26	August 01	7/12/2022	7/19/2022
	July 25	August 09	15	August 05	- August 10	August 16	7/27/2022	8/3/2022
	August 10	August 24	16	August 23	- August 26	September 01	8/11/2022	8/19/2022
	August 25	September 09	17	September 07	- September 12	September 16	8/27/2022	9/2/2022
	September 10	September 24	18	September 21	- September 26	September 30	9/13/2022	9/19/2022

Cardinal Implementation - No more keying in PMIS

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.

All Dates are subject to revision

Virginia Community College System
Payroll Submission and Distribution Schedule

18-Pay Semi-monthly 2022	<u>Frequency</u> 71	<u>Employee Type</u> 9-month Professional Faculty
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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 05	- January 10	January 14	12/31/2021	1/3/2022	1/12/2022
	January 16	January 31	002	January 21	- January 26	February 01	1/17/2022	1/19/2022	1/27/2022
	February 01	February 15	003	February 07	- February 10	February 16	2/1/2022	2/3/2022	2/14/2022
	February 16	February 28	004	February 18	- February 23	March 01	2/14/2022	2/16/2022	3/1/2022
	March 01	March 15	005	March 07	- March 10	March 16	3/1/2022	3/3/2022	3/14/2022
	March 16	March 31	006	March 22	- March 25	March 31	3/16/2022	3/18/2022	3/29/2022
2	April 01	April 15	007	April 06	- April 11	April 15	3/31/2022	4/4/2022	4/13/2022
	April 16	April 30	008	April 20	- April 25	April 29	4/14/2022	4/18/2022	4/27/2022
	May 01	May 15	009	May 05	- May 10	May 16	4/29/2022	5/3/2022	5/12/2022
	May 16	May 31	010	See Summer Pay Tab					
	June 01	June 15	011						
3	June 16	June 30	012	See Summer Pay Tab					
	July 01	July 15	013						
	July 16	July 31	014	See Summer Pay Tab					
	August 01	August 15	015						
	August 16	August 31	016	August 23	- August 26	September 01	8/17/2022	8/19/2022	8/29/2022
	September 01	September 15	017	September 07	- September 12	September 16	9/1/2022	9/5/2022	9/14/2022
September 16	September 30	018	September 21	- September 26	September 30	9/15/2022	9/19/2022	9/28/2022	

Cardinal Implementation - HRMS Interface replaced with PY361

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.

All Dates are subject to revision

Virginia Community College System
Payroll Submission and Distribution Schedule

<p>Summer Semi-monthly 2021</p>	<p><u>Frequency</u> 70 71 77</p>	<p><u>Employee Type</u> 12-month Professional Faculty 9-month Professional Faculty (18-Pay) 9-month Professional Faculty (24-Pay)</p>
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Quarter	Pay Period		HRMS Period	Certification Period ¹			Pay Date	Payroll Deadlines ²
	Begin	End						
2	May 16	May 31	010	May 20	-	May 25	June 01	5/18/2022
	June 01	June 15	011	June 07	-	June 10	June 16	6/3/2022
	June 16	June 30	012	June 16	-	June 17	June 30	6/14/2022
3	July 01	July 15	013	July 07	-	July 12	July 16	7/5/2022
	July 16	July 31	014	July 21	-	July 26	July 30	7/19/2022
	August 01	August 15	015	August 05	-	August 10	August 16	8/3/2022

¹ The certification periods are estimated based on DOA standards.

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

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Virginia Community College System
Payroll Submission and Distribution Schedule

**24-Pay
Semi-monthly
2022**

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 05	- January 10	January 14	12/21/2021	1/4/2022	1/12/2022
	January 10	January 24	002	January 21	- January 26	February 01	1/17/2022	1/19/2022	1/27/2022
	January 25	February 09	003	February 07	- February 10	February 16	2/1/2022	2/3/2022	2/14/2022
	February 10	February 24	004	February 18	- February 23	March 01	2/14/2022	2/16/2022	3/1/2022
	February 25	March 09	005	March 07	- March 10	March 16	3/1/2022	3/3/2022	3/14/2022
	March 10	March 24	006	March 22	- March 25	March 31	3/16/2022	3/18/2022	3/29/2022
2	March 25	April 09	007	April 06	- April 11	April 15	3/31/2022	4/5/2022	4/13/2022
	April 10	April 24	008	April 20	- April 25	April 29	4/14/2022	4/19/2022	4/27/2022
	April 25	May 09	009	May 05	- May 10	May 16	4/29/2022	5/3/2022	5/12/2022
	May 10	May 24	010	May 20	- May 25	June 01	5/16/2022	5/18/2022	5/27/2022
	May 25	June 09	011	June 07	- June 10	June 16	6/1/2022	6/3/2022	6/14/2022
3	June 10	June 24	012	June 22	- June 27	July 01	6/15/2022	6/17/2022	6/29/2022
	June 25	July 09	013	July 06	- July 11	July 15	6/29/2022	7/1/2022	7/13/2022
	July 10	July 24	014	July 21	- July 26	August 01	7/15/2022	7/19/2022	7/27/2022
	July 25	August 09	015	August 05	- August 10	August 16	8/1/2022	8/3/2022	8/12/2022
	August 10	August 24	016	August 23	- August 26	September 01	8/17/2022	8/19/2022	8/29/2022
	August 25	September 09	017	September 07	- September 12	September 16	8/31/2022	9/2/2022	9/14/2022
	September 10	September 24	018	September 21	- September 26	September 30	9/15/2022	9/19/2022	9/28/2022
All deadlines for the final pay of September are subject to change due to Cardinal Implementation.									
<i>Cardinal Implementation - HRMS Interface will change to TA756 Extract</i>									

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.

All Dates are subject to revision

Virginia Community College System
Payroll Submission and Distribution Schedule

**Bi-weekly
2022**

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 17	December 30	002	January 05	-	January 11	1	January 14	12/20/2021	12/22/2021	1/4/2022
	December 31	January 13	003	January 19	-	January 25	2	January 28	1/12/2022	1/14/2022	1/18/2022
	January 14	January 27	004	February 02	-	February 08	1	February 11	1/26/2022	1/28/2022	2/1/2022
	January 28	February 10	005	February 16	-	February 22	2	February 25	2/9/2022	2/11/2022	2/15/2022
	February 11	February 24	006	March 02	-	March 08	1	March 11	2/23/2022	2/25/2022	3/1/2022
	February 25	March 10	007	March 16	-	March 22	2	March 25	3/9/2022	3/11/2022	3/15/2022
	March 11	March 24	008	March 30	-	April 05	1	April 08	3/23/2022	3/25/2022	3/29/2022
2	March 25	April 07	009	April 13	-	April 19	2	April 22	4/6/2022	4/8/2022	4/12/2022
	April 08	April 21	010	April 27	-	May 03	1	May 06	4/20/2022	4/22/2022	4/26/2022
	April 22	May 05	011	May 11	-	May 17	2	May 20	5/4/2022	5/6/2022	5/10/2022
	May 06	May 19	012	May 25	-	May 31	1	June 03	5/18/2022	5/20/2022	5/24/2022
	May 20	June 02	013	June 08	-	June 14	2	June 17	6/1/2022	6/3/2022	6/7/2022
	June 03	June 16	014	June 22	-	June 28	1	July 01	6/15/2022	6/17/2022	6/21/2022
	June 17	June 30	015	July 06	-	July 12	2	July 15	6/29/2022	7/1/2022	7/5/2022
3	July 01	July 14	016	July 20	-	July 26	0	July 29	7/13/2022	7/15/2022	7/19/2022
	July 15	July 28	017	August 03	-	August 09	1	August 12	7/27/2022	7/29/2022	8/2/2022
	July 29	August 11	018	August 17	-	August 23	2	August 26	8/10/2022	8/12/2022	8/16/2022
	August 12	August 25	019	August 31	-	September 06	1	September 09	8/24/2022	8/26/2022	8/30/2022
	August 26	September 08	020	September 14	-	September 20	2	September 23	9/7/2022	9/9/2022	9/13/2022

Cardinal Implementation - HRMS Interface will change to PY361 Extract/TA756

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.

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