

**VCCS Cardinal Biweekly Pay Cycle - Calendar Year 2022 (Hourly & Adjunct Faculty)**

BW3 (Fri-Thur) Pay Period Begin	BW3 (Fri-Thur) Pay Period End	UPLOAD PY361 TEMPLATES FOR ADJ FACULTY - PY361 (Additional Pay)	HR Data Freeze 1 PM	All SPOT transactions entered and approved by Noon	Confirm Pay Noon Deadline (End HR Freeze)	Payday	H2R Deadlines for all updates needed for current pay period	PR Deadlines for all updates needed for current pay period	
9/9/2022	9/22/2022	<b>10/3/2022</b>	<b>10/3/2022</b>	<b>10/4/2022</b>	<b>10/5/2022</b>	<b>10/7/2022</b>	<b>9/30/2022</b>	<b>9/30/2022</b>	
9/23/2022	10/6/2022	10/6 - 10/7	10/14/2022	10/17/2022	10/18/2022	10/21/2022	10/5/2022	10/7/2022	
10/7/2022	10/20/2022	10/19 - 10/21	10/28/2022	10/31/2022	11/1/2022	11/4/2022	10/19/2022	10/21/2022	
10/21/2022	11/3/2022	11/2 - 11/4	11/11/2022	11/14/2022	11/15/2022	11/18/2022	11/2/2022	11/4/2022	
11/4/2022	11/17/2022	11/16 - 11/18	11/25/2022	11/28/2022	11/29/2022	12/2/2022	11/16/2022	11/18/2022	
11/18/2022	12/1/2022	11/30 - 12/2	12/9/2022	12/12/2022	12/13/2022	12/16/2022	11/30/2022	12/2/2022	
12/2/2022	12/15/2022	12/14 - 12/16	12/23/2022	12/26/2022	12/27/2022	12/30/2022	12/14/2022	12/16/2022	
12/16/2022	12/29/2022	<b>TBD - New Calendar Year Pending DOA Published Deadlines</b>							

*All dates are subject to revision*

AP integration takes place the day after confirm

GL integration takes place the day after confirm

VCCS Cardinal Semimonthly Pay Cycle - Calendar Year 2022												
Pay period Begin SM1	Pay period End SM1	Pay period Begin SM2	Pay period End SM2	PY361 Upload for Supplement Payments	Final Calc/ HR Data Freeze (begins at 1 pm)	SPOT Transactions Entered and Approved by Noon	Confirm Pay (End Data Freeze - 12 pm)	PAYDAY	H2R Deadlines for all updates needed for current pay period	PR Deadlines for all updates needed for current pay period		
9/25/2022	10/9/2022	10/1/2022	10/15/2022	Conversion	10/5/2022	10/10/2022	10/11/2022	10/14/2022	9/30/2022	9/30/2022		
10/10/2022	10/24/2022	10/16/2022	10/31/2022	10/12 - 10/14	10/24/2022	10/25/2022	10/26/2022	11/1/2022	10/17/2022	10/19/2022		
10/25/2022	11/9/2022	11/1/2022	11/15/2022	10/27 - 11/1	11/7/2022	11/7/2022	11/9/2022	11/16/2022	11/1/2022	11/3/2022		
11/10/2022	11/24/2022	11/16/2022	11/30/2022	11/10 - 11/16	11/21/2022	11/22/2022	11/23/2022	12/1/2022	11/16/2022	11/18/2022		
11/25/2022	12/9/2022	12/1/2022	12/15/2022	11/24 - 12/1	12/8/2022	12/9/2022	12/12/2022	12/16/2022	12/1/2022	12/5/2022		
12/10/2022	12/24/2022	12/16/2022	12/31/2022	12/13 - 12/16	12/20/2022	12/21/2022	12/22/2022	12/30/2022	12/15/2022	12/19/2022		
12/25/2022	1/9/2022	1/1/2023	1/15/2023	<i>Pending DOA publication of deadlines for 2023</i>								
<i>All dates are subject to revision</i>												

AP integration takes place the day after confirm (creates garnishment checks)

Dates in yellow need to be evaluated further due to holiday

GL integration for the period just confirmed takes place on payday (this is when you will see amounts in your general ledger accounts for expenditures and liabilities)

Timesheets for the pay period **just confirmed** are due the day before payday (these are used to distribute the expenditures for that pay period and also for overtime processing in the next pay period).