

VCCS Cardinal Semimonthly Pay Cycle - Calendar Year 2023										TLAM	
Pay period Begin Pay Frequency SM1	Pay period End Pay Frequency SM1	Pay period Begin Frequency SM2	Pay period End Frequency SM2	must be reviewed and updates entered in VCCS HCM for additional pay extract by 2 days after confirmation. This would also include review of Cardinal Additional Pay	Upload PY361 Templates to Cardinal Additional Pay	Payroll & HR Documentation Deadline	*Cardinal HR Data Entry Freeze for Current Pay Period 1 pm	Signed Confirmation Pay Form Due to SSC by 12 pm	PAYDAY	**TA756 - First Submission Approved Time only	**TA756 - Final Submission Approved time only
12/25/2022	1/9/2023	1/1/2023	1/15/2023	*No PY361 upload - SPOT upload only*	*No PY361 upload - SPOT upload only*	1/3/2023	1/5/2023	1/9/2023	1/13/2023	1/9/2023	1/12/2023
1/10/2023	01/24/2023	1/16/2023	1/31/2023	1/11/2023	1/12/2023	1/17/2023	1/24/2023	1/26/2023	2/1/2023	01/24/2023	1/27/2023
1/25/2023	02/09/2023	2/1/2023	2/15/2023	1/27/2023	1/30/2023	2/1/2023	2/8/2023	2/10/2023	2/16/2023	02/09/2023	2/14/2023
2/10/2023	02/24/2023	2/16/2023	2/28/2023	2/13/2023	2/14/2023	2/14/2023	2/21/2023	2/23/2023	3/1/2023	02/24/2023	3/1/2023
2/25/2023	3/9/2023	3/1/2023	3/15/2023	2/24/2023	2/27/2023	3/1/2023	3/8/2023	3/10/2023	3/16/2023	3/9/2023	3/14/2023
3/10/2023	3/24/2023	3/16/2023	3/31/2023	3/13/2023	3/14/2023	3/16/2023	3/23/2023	3/27/2023	3/31/2023	3/24/2023	3/29/2023
3/25/2023	4/9/2023	4/1/2023	4/15/2023	3/29/2023	3/30/2023	3/30/2023	4/6/2023	4/10/2023	4/14/2023	4/7/2023	4/12/2023
4/10/2023	4/24/2023	4/16/2023	4/30/2023	4/12/2023	4/13/2023	4/14/2023	4/21/2023	4/25/2023	5/1/2023	4/24/2023	4/27/2023
4/25/2023	5/9/2023	5/1/2023	5/15/2023	4/27/2023	4/28/2023	5/1/2023	5/8/2023	5/10/2023	5/16/2023	5/9/2023	5/12/2023
5/10/2023	5/24/2023	5/16/2023	5/31/2023	5/12/2023	5/15/2023	5/16/2023	5/23/2023	5/25/2023	6/1/2023	5/24/2023	5/26/2023
5/25/2023	6/9/2023	6/1/2023	6/15/2023	5/25/2023	5/26/2023	6/1/2023	6/8/2023	6/12/2023	6/16/2023	6/9/2023	6/14/2023
6/10/2023	6/24/2023	6/16/2023	6/30/2023	6/14/2023	6/15/2023	6/16/2023	6/23/2023	6/27/2023	7/3/2023	6/23/2023	6/28/2023
6/25/2023	7/9/2023	7/1/2023	7/15/2023	6/29/2023	6/30/2023	6/29/2023	7/6/2023	7/10/2023	7/14/2023	7/7/2023	7/12/2023
7/10/2023	7/24/2023	7/16/2023	7/31/2023	7/12/2023	7/13/2023	7/17/2023	7/24/2023	7/26/2023	8/1/2023	7/24/2023	7/27/2023
7/25/2023	8/9/2023	8/1/2023	8/15/2023	7/28/2023	7/31/2023	8/1/2023	8/8/2023	8/10/2023	8/16/2023	8/9/2023	8/14/2023
8/10/2023	8/24/2023	8/16/2023	8/31/2023	8/11/2023	8/14/2023	8/17/2023	8/24/2023	8/28/2023	9/1/2023	8/24/2023	8/29/2023
8/25/2023	9/9/2023	9/1/2023	9/15/2023	8/30/2023	8/31/2023	8/31/2023	9/7/2023	9/11/2023	9/15/2023	9/8/2023	9/13/2023
9/10/2023	9/24/2023	9/16/2023	9/30/2023	9/13/2023	9/14/2023	9/14/2023	9/21/2023	9/25/2023	9/29/2023	9/22/2023	9/27/2023
9/25/2023	10/9/2023	10/1/2023	10/15/2023	9/27/2023	9/28/2023	9/28/2023	10/5/2023	10/10/2023	10/16/2023	10/6/2023	10/11/2023
10/10/2023	10/24/2023	10/16/2023	10/31/2023	10/12/2023	10/13/2023	10/17/2023	10/24/2023	10/26/2023	11/1/2023	10/24/2023	10/27/2023
10/25/2023	11/9/2023	11/1/2023	11/15/2023	10/27/2023	10/30/2023	10/30/2023	11/6/2023	11/9/2023	11/16/2023	11/9/2023	11/14/2023
11/10/2023	11/24/2023	11/16/2023	11/30/2023	11/13/2023	11/14/2023	11/14/2023	11/21/2023	11/27/2023	12/1/2023	11/22/2023	11/27/2023
11/25/2023	12/9/2023	12/1/2023	12/15/2023	11/29/2023	11/30/2023	11/30/2023	12/7/2023	12/11/2023	12/15/2023	12/8/2023	12/13/2023
12/10/2023	12/24/2023	12/16/2023	12/31/2023	12/13/2023	12/14/2023	12/13/2023	12/20/2023	12/22/2023	12/29/2023	12/22/2023	12/27/2023

All dates are subject to revision

*Cardinal HR Data Entry Freeze - VCCS HCM data must be entered the day prior by 5 pm in order to interface to Cardinal timely

**TA756 (HCM approved payable time) is typically sent on last day of pay period and 3 business days later (except for holidays)

Dates highlighted in yellow will need to be reviewed according to holiday schedules - subject to revision

VCCS Cardinal Biweekly Pay Cycle - Calendar Year 2023 (Hourly & Adjunct Faculty)									TLAM	
Pay Period Begin	Pay Period End	Per Ind	Colleges: Every other Thursday all data must be reviewed and updates entered in <u>VCCS HCM</u> for additional pay extract. This would also include review of Cardinal Additional Pay	Upload PY361 Templates to Cardinal Additional Pay for ADJ Faculty every other Friday	Payroll & HR Documentation Deadline	*Cardinal HR Data Entry Freeze for Current Pay Period 1 pm	Confirm Pay - Noon Deadline (End HR Freeze)	Payday	**TA756 - First Submission of Approved Hours to Cardinal	**TA756 - Final Submission of Approved Hours to Cardinal
12/16/2022	12/29/2022	1	*No PY361 upload - SPOT upload only*	*No PY361 upload - SPOT upload only*	1/3/2023	1/6/2023	1/10/2023	1/13/2023	12/29/2022	1/3/2023
12/30/2022	1/12/2023	2	1/12/2023	1/13/2023	1/13/2023	1/20/2023	1/24/2023	1/27/2023	1/12/2023	1/17/2023
1/13/2023	1/26/2023	1	1/26/2023	1/27/2023	1/27/2023	2/3/2023	2/7/2023	2/10/2023	1/26/2023	1/31/2023
1/27/2023	2/9/2023	2	2/9/2023	2/10/2023	2/9/2023	2/16/2023	2/21/2023	2/24/2023	2/9/2023	2/14/2023
2/10/2023	2/23/2023	1	2/23/2023	2/24/2023	2/24/2023	3/3/2023	3/7/2023	3/10/2023	2/23/2023	2/28/2023
2/24/2023	3/9/2023	2	3/9/2023	3/10/2023	3/10/2023	3/17/2023	3/21/2023	3/24/2023	3/9/2023	3/14/2023
3/10/2023	3/23/2023	1	3/23/2023	3/24/2023	3/24/2023	3/31/2023	4/4/2023	4/7/2023	3/23/2023	3/28/2023
3/24/2023	4/6/2023	2	4/6/2023	4/7/2023	4/7/2023	4/14/2023	4/18/2023	4/21/2023	4/6/2023	4/11/2023
4/7/2023	4/20/2023	1	4/20/2023	4/21/2023	4/21/2023	4/28/2023	5/2/2023	5/5/2023	4/20/2023	4/25/2023
4/21/2023	5/4/2023	2	5/4/2023	5/5/2023	5/5/2023	5/12/2023	5/16/2023	5/19/2023	5/4/2023	5/9/2023
5/5/2023	5/18/2023	1	5/18/2023	5/19/2023	5/18/2023	5/25/2023	5/30/2023	6/2/2023	5/18/2023	5/23/2023
5/19/2023	6/1/2023	2	6/1/2023	6/2/2023	6/2/2023	6/9/2023	6/13/2023	6/16/2023	6/1/2023	6/6/2023
6/2/2023	6/15/2023	0	6/15/2023	6/16/2023	6/16/2023	6/23/2023	6/27/2023	6/30/2023	6/15/2023	6/20/2023
6/16/2023	6/29/2023	1	6/29/2023	6/30/2023	6/30/2023	7/7/2023	7/11/2023	7/14/2023	6/29/2023	7/3/2023
6/30/2023	7/13/2023	2	7/13/2023	7/14/2023	7/14/2023	7/21/2023	7/25/2023	7/28/2023	7/13/2023	7/18/2023
7/14/2023	7/27/2023	1	7/27/2023	7/28/2023	7/28/2023	8/4/2023	8/8/2023	8/11/2023	7/27/2023	8/1/2023
7/28/2023	8/10/2023	2	8/10/2023	8/11/2023	8/11/2023	8/18/2023	8/22/2023	8/25/2023	8/10/2023	8/15/2023
8/11/2023	8/24/2023	1	8/24/2023	8/25/2023	8/24/2023	8/31/2023	9/5/2023	9/8/2023	8/24/2023	8/29/2023
8/25/2023	9/7/2023	2	9/7/2023	9/8/2023	9/8/2023	9/15/2023	9/19/2023	9/22/2023	9/7/2023	9/12/2023
9/8/2023	9/21/2023	1	9/21/2023	9/22/2023	9/22/2023	9/29/2023	10/3/2023	10/6/2023	9/21/2023	9/26/2023
9/22/2023	10/5/2023	2	10/5/2023	10/6/2023	10/6/2023	10/13/2023	10/17/2023	10/20/2023	10/5/2023	10/10/2023
10/6/2023	10/19/2023	1	10/19/2023	10/20/2023	10/20/2023	10/27/2023	10/31/2023	11/3/2023	10/19/2023	10/24/2023
10/20/2023	11/2/2023	2	11/2/2023	11/3/2023	11/2/2023	11/9/2023	11/14/2023	11/17/2023	11/2/2023	11/6/2023
11/3/2023	11/16/2023	1	11/16/2023	11/17/2023	11/15/2023	11/22/2023	11/28/2023	12/1/2023	11/16/2023	11/20/2023
11/17/2023	11/30/2023	2	11/30/2023	12/1/2023	12/1/2023	12/8/2023	12/12/2023	12/15/2023	11/30/2023	12/5/2023
12/1/2023	12/14/2023	0	12/14/2023	12/15/2023	12/14/2023	12/21/2023	12/26/2023	12/29/2023	12/14/2023	12/19/2023

All dates are subject to revision

*Cardinal HR Data Entry Freeze - VCCS HCM data must be entered the day prior by 5 pm in order to interface to Cardinal timely

**TA756 (HCM approved payable time) is typically sent on last day of pay period and 3 business days later (except for holidays)