

**VCU Payroll Services
On-Line Processing Schedule for Recording Pay, Leave and Supplemental Pay
Semi-Monthly Faculty/Staff/Hourly Payroll
December 25, 2009 through July 24, 2010**

<u>Pay Period for On-Line Entry</u>	<u>Files Open to Key On-Line</u>	<u>PAF Received by HR</u>	<u>Payroll Process Date</u>	<u>Pay Date</u>
12/25/2009 - 1/9/2010	12/25/2009 - 1/8/2010**	12/18/2009	1/8/2010	1/14/2010 (state-mandated payday)
1/10-1/24	1/10-1/26*	1/19	1/26	2/1
1/25-2/9	1/25-2/10*	2/3	2/10	2/16
2/10-2/24	2/10-2/23**	2/16	2/23	3/1
2/25-3/9	2/25-3/10*	3/3	3/10	3/16
3/10-3/24	3/10-3/25*	3/18	3/25	3/31 (end-of-quarter payday)
3/25-4/9	3/25-4/12*	4/5	4/12	4/16
4/10-4/24	4/10-4/26*	4/19	4/26	4/30
4/25-5/9	4/25-5/10*	5/3	5/10	5/14
5/10-5/24	5/10-5/25*	5/18	5/25	6/1
5/25-6/9	5/25-6/10*	6/3	6/10	6/16
6/10-6/24	6/10-6/25*	6/18	6/25	7/1 (state-mandated payday)
6/25-7/9	6/25-7/12*	7/2	7/12	7/16
7/10-7/24	7/10-7/26*	7/19	7/26	7/30

* Files open *until 10 a.m.* for data entry on Payroll Process Date.

** Files close *on or before* end of pay period.

Questions? Contact VCU Payroll Services at payroll@vcu.edu or 828-0740.