

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

<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>
5/25-6/9	5/25-6/10*	6/3	6/10	6/16
6/10-6/24	6/11-6/25*	6/17	6/25	7/1 (state mandated)
6/25-7/9	6/26-7/10*	7/2	7/10	7/16
7/10-7/24	7/11-7/27*	7/20	7/27	7/31
7/25-8/9	7/28-8/10*	8/3	8/10	8/14
8/10-8/24	8/11-8/26*	8/19	8/26	9/1
8/25-9/9	8/27-9/10*	9/3	9/10	9/16
9/10-9/24	9/11-9/24**	9/16	9/24	9/30
9/25-10/9	9/25-10/12*	10/5	10/12	10/16
10/10-10/24	10/12-10/26*	10/19	10/26	10/30
10/25-11/9	10/27-11/10*	11/2	11/10	11/16
11/10-11/24	11/11-11/23**	11/16	11/23	12/1
11/25-12/9	11/24-12/10*	12/1	12/10	12/16
12/10-12/24	12/11-12/17**	12/7	12/17***	12/31

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

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

*** WINTER BREAK – UNIVERSITY CLOSED from December 21, 2009 through January 3, 2010.

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