

**2017**  
**VIRGINIA COMMUNITY COLLEGE SYSTEM**  
**PAYROLL SUBMISSION AND CHECK DISTRIBUTION SCHEDULE**

**BI-WEEKLY - WAGE**

*Frequencies: 40 (Hourly), 41 (Federal Workstudy), 42 (College Workstudy), 43 (Adjunct Faculty)*

<u>Quarter For DOA Processing</u>	<u>Beginning Period</u>	<u>Ending Period</u>	<u>Employees Pay Dates</u>	<u>Cardinal Fiscal Month of Expenditures</u>
1	*December 2 December 16 December 30 January 13 January 27 February 10 February 24	*December 15 December 29 January 12 January 26 February 9 February 23 March 9	December 30 January 13 January 30 February 13 February 27 March 13 March 27	December January January February February March March
2	March 10 March 24 April 7 April 21 May 5 May 19	March 23 April 6 April 20 May 4 May 18 June 1	April 10 April 24 May 8 May 22 June 5 June 19	March/April April April/May May May June
3	June 2 June 16 June 30 July 14 July 28 August 11 August 25	June 15 June 29 July 13 July 27 August 10 August 24 September 7	July 3 July 17 July 31 August 14 August 28 September 11 September 25	July July July August August Aug/Sept September
4	September 8 September 22 October 6 October 20 November 3 November 17 December 1**	September 21 October 5 October 19 November 2 November 16 November 30 December 14**	October 6 October 23 November 6 November 20 December 4 December 18 December 29	Sept/Oct October Oct/Nov November November December December