

VCCS Cardinal Biweekly Pay Cycle - Calendar Year 2025 (Hourly & Adjunct Faculty)								TLAM	
Pay Period Begin	Pay Period End	Per Ind	Payroll & HR Documentation Deadline	*Cardinal Data Change Freeze for the Current Pay Period (direct deposit and taxes must be in) Noon	All SPOT transactions entered and approved by 1 PM	Signed Confirmation Pay Form Due to SSC by 12 pm	Payday	**TA756 - First Submission of Approved Hours to Cardinal	**TA756 - Final Submission of Approved Hours to Cardinal
12/13/2024	12/26/2024	1	12/31/2024	01/03/2025			01/10/2025		
12/27/2024	01/09/2025	2	01/10/2025	01/17/2025			01/24/2025		
01/10/2025	01/23/2025	1	01/24/2025	01/31/2025			02/07/2025		
01/24/2025	02/06/2025	2	02/07/2025	02/14/2025			02/21/2025		
02/07/2025	02/20/2025	1	02/21/2025	02/28/2025			03/07/2025		
02/21/2025	03/06/2025	2	03/07/2025	03/14/2025			03/21/2025		
03/07/2025	03/20/2025	1	03/21/2025	03/28/2025			04/04/2025		
03/21/2025	04/03/2025	2	04/04/2025	04/11/2025			04/18/2025		
04/04/2025	04/17/2025	1	04/18/2025	04/25/2025			05/02/2025		
04/18/2025	05/01/2025	2	05/02/2025	05/09/2025			05/16/2025		
05/02/2025	05/15/2025	0	05/16/2025	05/23/2025			05/30/2025		
05/16/2025	05/29/2025	1	05/30/2025	06/06/2025			06/13/2025		
05/30/2025	06/12/2025	2	06/13/2025	06/20/2025			06/27/2025		
06/13/2025	06/26/2025	1	06/27/2025	07/04/2025			07/11/2025		
06/27/2025	07/10/2025	2	07/11/2025	07/18/2025			07/25/2025		
07/11/2025	07/24/2025	1	07/25/2025	08/01/2025			08/08/2025		
07/25/2025	08/07/2025	2	08/08/2025	08/15/2025			08/22/2025		
08/08/2025	08/21/2025	1	08/22/2025	08/29/2025			09/05/2025		
08/22/2025	09/04/2025	2	09/05/2025	09/12/2025			09/19/2025		
09/05/2025	09/18/2025	1	09/19/2025	09/26/2025			10/03/2025		
09/19/2025	10/02/2025	2	10/03/2025	10/10/2025			10/17/2025		
10/03/2025	10/16/2025	0	10/17/2025	10/24/2025			10/31/2025		
10/17/2025	10/30/2025	1	10/31/2025	11/07/2025			11/14/2025		
10/31/2025	11/13/2025	2	11/14/2025	11/21/2025			11/28/2025		
11/14/2025	11/27/2025	1	11/26/2025	12/03/2025			12/12/2025		
11/28/2025	12/11/2025	2	12/12/2025	12/19/2025			12/26/2025		

All dates and directives are subject to revision

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