

VCCS Cardinal Semimonthly Pay Cycle - Calendar Year 2025										TLAM	
Pay period Begin Pay Frequency SM1	Pay period End Pay Frequency SM1	Pay period Begin Frequency SM2	Pay period End Frequency SM2	Payroll & HR Documentation Deadline	*** Cardinal HR Data Entry Window BEGIN - (Begin date applies to the effective date of the transaction, not the date the transaction is entered)	*** Cardinal HR Data Entry Window END - (End date applies to the effective date of the transaction not the date the transaction is entered)	*Cardinal Data Change Freeze for the Current Pay Period (direct deposit and taxes must be in) 10 am	Signed Confirmation Pay Form Due to SSC by 12 pm	PAYDAY	**TA756 - First Submission Approved Time only	**TA756 - Final Submission Approved time only
12/25/2024	01/09/2025	01/01/2025	01/15/2025	01/03/2025			01/08/2025		01/16/2025		
01/10/2025	01/24/2025	01/16/2025	01/31/2025	01/16/2025			01/23/2025		01/31/2025		
01/25/2025	02/09/2025	02/01/2025	02/15/2025	01/30/2025			02/06/2025		02/14/2025		
02/10/2025	02/24/2025	02/16/2025	02/28/2025	02/13/2025			02/20/2025		02/28/2025		
02/25/2025	03/09/2025	03/01/2025	03/15/2025	02/27/2025			03/06/2025		03/14/2025		
03/10/2025	03/24/2025	03/16/2025	03/31/2025	03/14/2025			03/21/2025		03/31/2025		
03/25/2025	04/09/2025	04/01/2025	04/15/2025	04/01/2025			04/08/2025		04/16/2025		
04/10/2025	04/24/2025	04/16/2025	04/30/2025	04/16/2025			04/23/2025		05/01/2025		
04/25/2025	05/09/2025	05/01/2025	05/15/2025	05/01/2025			05/08/2025		05/16/2025		
05/10/2025	05/24/2025	05/16/2025	05/31/2025	05/14/2025			05/21/2025		05/30/2025		
05/25/2025	06/09/2025	06/01/2025	06/15/2025	05/30/2025			06/06/2025		06/16/2025		
06/10/2025	06/24/2025	06/16/2025	06/30/2025	06/16/2025			06/23/2025		07/01/2025		
06/25/2025	07/09/2025	07/01/2025	07/15/2025	07/01/2025			07/08/2025		07/16/2025		
07/10/2025	07/24/2025	07/16/2025	07/31/2025	07/17/2025			07/24/2025		08/01/2025		
07/25/2025	08/09/2025	08/01/2025	08/15/2025	07/31/2025			08/07/2025		08/15/2025		
08/10/2025	08/24/2025	08/16/2025	08/31/2025	08/14/2025			08/21/2025		08/29/2025		
08/25/2025	09/09/2025	09/01/2025	09/15/2025	09/01/2025			09/08/2025		09/16/2025		
09/10/2025	09/24/2025	09/16/2025	09/30/2025	09/15/2025			09/22/2025		09/30/2025		
09/25/2025	10/09/2025	10/01/2025	10/15/2025	09/30/2025			10/07/2025		10/16/2025		
10/10/2025	10/24/2025	10/16/2025	10/31/2025	10/16/2025			10/23/2025		10/31/2025		
10/25/2025	11/09/2025	11/01/2025	11/15/2025	10/29/2025			11/05/2025		11/14/2025		
11/10/2025	11/24/2025	11/16/2025	11/30/2025	11/12/2025			11/19/2025		12/01/2025		
11/25/2025	12/09/2025	12/01/2025	12/15/2025	12/01/2025			12/08/2025		12/16/2025		
12/10/2025	12/24/2025	12/16/2025	12/31/2025	12/12/2025			12/19/2025		12/31/2025		
<i>All dates and directives are subject to revision</i>											