

BI - WEEKLY WAGE

2009 VIRGINIA COMMUNITY COLLEGE PAYROLL SUBMISSION - CHECK DISTRIBUTION SCHEDULE

HOURLY, ADJUNCT, FEDERAL/STATE WORKSTUDY, STUDENT ASSISTANT

**UNSIGNED / UNAPPROVED TIMESHEETS MAY CAUSE A DELAY IN PAYMENT OF HOURS WORKED**

	Period Begins	Period Ends	Employee Submit	Supervisor Approval	
	1ST DAY	LAST DAY	Friday by 4:30	Monday by 12 Noon	PAYDAY
1	12-Dec	25-Dec	26-Dec	29-Dec	12-Jan
2	26-Dec	8-Jan	9-Jan	12-Jan	26-Jan
3	9-Jan	22-Jan	23-Jan	26-Jan	9-Feb
4	23-Jan	5-Feb	6-Feb	9-Feb	23-Feb
5	6-Feb	19-Feb	20-Feb	23-Feb	9-Mar
6	20-Feb	5-Mar	6-Mar	9-Mar	23-Mar
7	6-Mar	19-Mar	20-Mar	23-Mar	6-Apr
8	20-Mar	2-Apr	3-Apr	6-Apr	20-Apr
9	3-Apr	16-Apr	17-Apr	20-Apr	4-May
10	17-Apr	30-Apr	1-May	4-May	18-May
11	1-May	14-May	15-May	18-May	1-Jun
12	15-May	28-May	29-May	1-Jun	15-Jun
13	29-May	11-Jun	12-Jun	15-Jun	29-Jun
14	12-Jun	25-Jun	26-Jun	29-Jun	13-Jul
15	26-Jun	9-Jul	10-Jul	13-Jul	27-Jul
16	10-Jul	23-Jul	24-Jul	27-Jul	10-Aug
17	24-Jul	6-Aug	7-Aug	10-Aug	24-Aug
18	7-Aug	20-Aug	21-Aug	24-Aug	4-Sep
19	21-Aug	3-Sep	4-Sep	7-Sep	21-Sep
20	4-Sep	17-Sep	18-Sep	21-Sep	5-Oct
21	18-Sep	1-Oct	2-Oct	5-Oct	19-Oct
22	2-Oct	15-Oct	16-Oct	19-Oct	2-Nov
23	16-Oct	29-Oct	30-Oct	2-Nov	16-Nov
24	30-Oct	12-Nov	13-Nov	16-Nov	30-Nov
25	13-Nov	26-Nov	27-Nov	30-Nov	14-Dec
26	27-Nov	10-Dec	11-Dec	14-Dec	28-Dec

EMPLOYEES **"SIGN"** YOUR TIMESHEET BY 4:30 ON THE **LAST DAY** OF THE BI WEEKLY PAY PERIOD

**ADDITIONALLY:** ON MONDAY - Employees should verify their supervisor approved their timesheet

SUPERVISORS: **"APPROVE"** (do not **sign**) TIMESHEETS BY 12:00 NOON ON MONDAY FOLLOWING LAST DAY OF THE BI WEEKLY PAY PERIOD

Note: Unapproved timesheets may remain unpaid until supervisor verifies hours by approving.