



# VCU

## Human Resources

### 2018 Payroll Processing Schedule

Pay period for online entry	Time file open to key online	PAF received by HR	Time file closes at 10 a.m. for payroll processing	Payroll finalizes	Pay date
Dec 25 - Jan 9	Dec 25 - Jan 9*	19-Dec	Jan 9*	10-Jan	16-Jan
Jan 10 - Jan 24	Jan 10 - Jan 26	18-Jan	26-Jan	29-Jan	1-Feb
Jan 25 - Feb 9	Jan 25 - Feb 12	2-Feb	12-Feb	13-Feb	16-Feb
Feb 10 - Feb 24	Feb 10 - Feb 23*	15-Feb	Feb 23*	26-Feb	1-Mar
Feb 25 - Mar 9	Feb 25 - Mar 12	2-Mar	12-Mar	13-Mar	16-Mar
Mar 10 - Mar 24	Mar 10 - Mar 26	16-Mar	26-Mar	27-Mar	30-Mar
Mar 25 - Apr 9	Mar 25 - Apr 10	2-Apr	10-Apr	11-Apr	16-Apr
Apr 10 - Apr 24	Apr 10 - Apr 25	17-Apr	25-Apr	26-Apr	1-May
Apr 25 - May 9	Apr 25 - May 10	2-May	10-May	11-May	16-May
May 10 - May 24	May 10 - May 25	17-May	25-May	29-May	1-Jun
May 25 - Jun 9	May 25 - Jun 11	1-Jun	11-Jun	12-Jun	15-Jun
June 10 - Jun 24	June 10 - Jun 26	18-Jun	26-Jun	27-Jun	2-Jul

June 25 - Jul 9	Jun 25- Jul 10	29-Jun	10-Jul	11-Jul	16-Jul
July 10 - Jul 24	Jul 10- Jul 26	18-Jul	26-Jul	27-Jul	1-Aug
July 25 - Aug 9	Jul 25 - Aug 10	30-Jul	10-Aug	13-Aug	16-Aug
Aug 10 - Aug 24	Aug 10 - Aug 27	14-Aug	27-Aug	28-Aug	31-Aug
Aug 25 - Sep 9	Aug 25 - Sep 10	30-Aug	10-Sep	11-Sep	14-Sep
Sep 10 - Sept 24	Sep 10 - Sept 24*	11-Sep	Sep 24*	25-Sep	28-Sep
Sep 25 - Oct 9	Sep 25 - Oct 10	2-Oct	10-Oct	11-Oct	16-Oct
Oct 10 - Oct 24	Oct 10 - Oct 26	18-Oct	26-Oct	29-Oct	1-Nov
Oct 25 - Nov 9	Oct 25 - Nov 12	2-Nov	12-Nov	13-Nov	16-Nov
Nov 10 - Nov 24	Nov 10 - Nov 26	13-Nov	26-Nov	27-Nov	30-Nov
Nov 25 - Dec 9	Nov 25 - Dec 10	30-Nov	10-Dec	11-Dec	14-Dec
Dec 10 - Dec 24	Dec 10 - Dec 19*	11-Dec	Dec 19*	20-Dec	31-Dec