Timecard Submission

Use the Self-Service Time and Leave (SSTL) system to submit timecards. Check the payroll calendar for current payroll dates.

- Payroll pay periods are bi-weekly, beginning Mondays and ending the second Sunday following
- Submit timecards for the current pay period by noon the following Monday
- You are encouraged to submit your timecard on the last Friday of the pay period if you are not working the weekend
- If you do not meet the deadline, you will need to fill out a paper timecard, which will be faxed to the Payroll Department at 434.924.4042
  - It is then considered a retroactive timecard
  - The deadline for retroactive paper timecards is the Wednesday before beginning of the next payroll period

**Exempt staff:** only submit a timecard if you take any type of leave during the pay period

**Employees with multiple assignments:** complete only one timecard for all assignments and submit it only after you have entered the hours for all assignments

---

**Example 1**

For pay period Monday, 11/30 - Sunday, 12/13

- Best Practice: Submit timecard on Friday, 12/11
- Final Deadline: Monday, 12/14 at noon

---

**Example 2**

For pay period Monday, 11/30 - Sunday, 12/13

- Pay Date for on-time electronic timecards: Friday, 12/18
- Paper timecard submitted: Tuesday, 12/15
- Paper timecard Pay Date: 12/31