

Procedure 20319A: Payroll Periods & Pay Days

A. Payroll Periods

Virginia Tech regular salary and wage paychecks are generated two times a month, or twenty-four times a year. The checks are normally payable on the first and the sixteenth day of each month. When the normal payday falls on a weekend, the paychecks are payable on the last workday immediately prior to the weekend.

Pay periods for salaried employees begin on the 10th and 25th of each month, and end on the 9th and 24th. For the pay period beginning on the 10th and ending on the 24th of the month, the employee's salary check will normally be payable on the 1st of the following month. For the period beginning on the 25th of the month and ending on the 9th of the following month, the employee's salary check will normally be payable on the 16th of the month in which the pay period ended.

Pay periods for wage employees begin on the 1st and 16th of each month, and end on the 15th and the last day of the month. For the pay period beginning on the 1st and ending on the 15th of the month, the employee's wage check will normally be payable on the 1st of the following month. For the period beginning on the 16th of the month and ending on the last day of month, the employee's wage check will normally be payable on the 16th of the month following the end of the pay period.

In summary, salaried employees have a one-week waiting period, while wage employees have a two-week waiting period.

You may obtain a list of pay periods, time card deadlines, and pay days from the [Payroll website](#). Please note, the payroll schedules are emailed to the HRIS email distribution list prior to the beginning of the first pay period of the new year.

B. Changes in Status Between Pay periods

It is essential that you keep all of your payroll related information up to date so that proper deductions and payments are made and related tax information is mailed to the correct address at the end of the year.

Salaried employees who wish to make a change in name or Social Security number should notify Personnel Services. Wage employees and graduate assistants who wish to make a change in name or Social Security number should notify Payroll in the Controller's Office. Employees who

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wish to make a change in address or number of exemptions should complete another set of tax withholding cards (W-4 and VA-4 forms).