

Frequently Asked Leave Questions

Q. What are the leave period dates for each month?

A. Leave periods are the 10th-24th and 25th-9th of each month

Q. When is Leave Accrued?

A. Leave is accrued at the conclusion of each pay period (the 10th and 25th) of each month.

Q. Where do I retrieve my leave balances and pay stub?

A. Go to the web site <https://payline.doa.virginia.gov>.

Q. How do I retrieve my password in Payline?

A. Go to the web site: <https://payline.doa.virginia.gov>. Click on the Forgot Password/New Account in the left side of the screen. Enter Employee ID number, then press submit. A temporary password will be sent to you by email.

Q. How can I review my Leave History?

A. Log in to Payline and click on “Leave History” on the left side of the screen, and then click on “Leave History Detail Inquiry”. You can set any leave type or dates to see if leave was taken or earned in a specific time frame.

Q. How can I find out if leave was taken on a particular day – Leave inquiry?

A. Log in to Payline and click on “Leave History on the left side of your screen. Click on “Leave History Detail Inquiry”. Input the leave type that was taken and the specific day that you are inquiring about and hit enter.

Q. How can I tell if I have used any Community Service Leave?

A. Log in to Payline and click on “Leave History” on the left side of the screen, Then click on “Leave As Of” date. This will take you to your leave balances screen. Under “Year-to Date Accumulations” you will see Community Service Leave. It will only display the leave you have used not your remaining balances.

Q. I looked on Payline on the 13th and the leave I accrued isn't there. What happened?

A. Because the Payline leave update process runs after the check date, or the dates on which you are paid (the 16th and 1st) of each month, there is a delay between the time you earn leave and the time it is posted.

Q. What do I do when I have already submitted my leave form or timesheet and it needs to be changed?

Q. I turned in a leave form and didn't take the time off; what do I do?

A. Complete a revised leave form. Have your supervisor sign it and submit it to Human Resource Services to the attention of Cherie Watts.

Q. I believe my balance is incorrect. Who should I contact?

A. Contact Cherie Watts, Human Resource Analyst, (804) 819-4940, cwatts@vccs.edu

Q. Where can I find the VCCS Holiday Schedule?

A. The Holiday Schedule is located on the VCCS website. Go to Faculty/Staff/Human Resources/ Benefits then click on Holiday Schedule.

