

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

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

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

A. Contact your Leave Administrative below via by telephone or e-mail

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

Q. Where can I find the VCCS' Holiday Schedule?

A. Go to the VCCS web site and navigate to :

Faculty & Staff → Human Resources → Benefits → Leave Program and click on Holidays

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

A. Contact your Leave Administrative below via by telephone or e-mail.

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

A. Complete a revised leave form and have your supervisor sign it and contact your Leave Administrator to notify them about the changes.

Q. How can I tell if I used any CS Leave?

A. Log in to Payline and click on leave history and the left side of your screen, and 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. How can I review my Leave History?

A. Log in to Payline and click on leave history and the left side of your 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 on a specific time frame.

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

A. Log in to Payline and click on leave history and the left side of your screen, and then 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 do I retrieve my password in Payline?

A. Go to the web site: https://secure.doa.virginia.gov/payline/Forgot_PIN.cfm Enter your ID number or your social security number and then press submit.

Q. When is Leave Accrued?

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

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 date in which you are PAID (the 16th and 1st) of each month, then your leave will not be post from the time it is accrued and the time is posted.