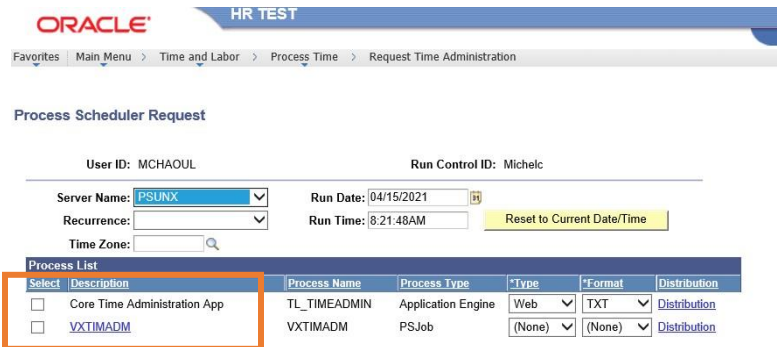The current Time Administration process will be updated to ensure the system is accurately calculating over time by looking back 30 days to pick up any change/s made to timesheets. The Core Time Administration App will be phased out and replaced with the new VXTIMADM as shown below.

The Time Administration process will continue to be scheduled and run automatically every 3 hours for each college.

What is required of the Colleges:

1. Colleges will continue to click on Core Time Administration App, Process Name TL_TIMEADMN until theyhave been transitioned by ITS to the new process. Once the transition date has occurred the college can then begin using the VXTIMADM process. The transition dates are below.

Phase 1 (April 30th)	Phase 2 (May 14th)	Phase 3 (May 28th)
System Office	Central Virginia	Wytheville
Danville	Paul D. Camp	Southwest
Mountain Empire	Southside	New River
Dabney S. Lancaster	Virginia Western	Lord Fairfax
Eastern Shore	Thomas Nelson	Virginia Highlands
Rappahannock	Piedmont	Tidewater
Blue Ridge	John Tyler	Northern VA
Patrick Henry	Reynolds	Germanna

2. Colleges will need to keep track of overtime or any other time or pay entries that are MANUALLY entered into CIPPS. Once the college has transitioned and VXTIMADM is used, the system will calculate any payable time accurately up to 30 days before the effective change date made to the timesheet after running VXTIMADM. This corrected time will be sent to CIPPS and MAY result in duplicate overtime payments. The college will notify their Payroll Department to remove the time so the employee does not receive duplicate payments.

Please note *** Running the incorrect process during this transition could lead to system-wide Time Admin issues. If you have a concern please reach out to SSC TLAM at HR_Operations@ssc.vccs.edu for assistance before running the process.