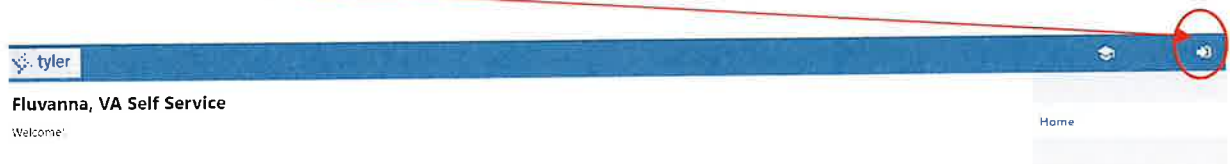


Fluvanna County

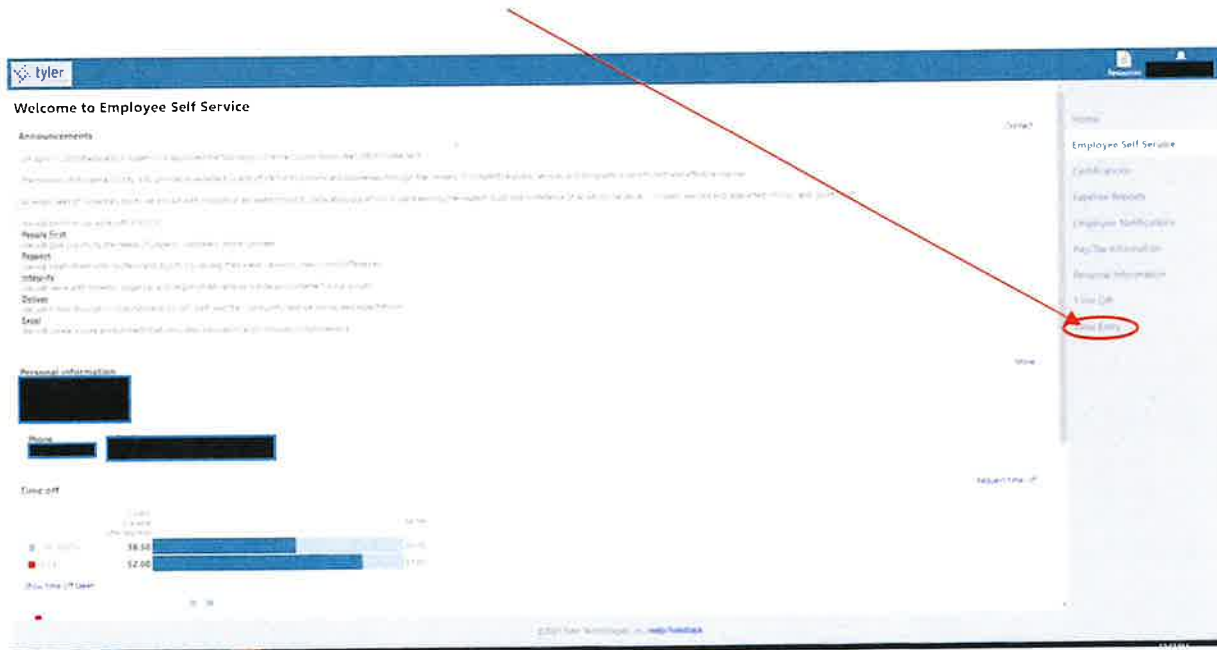
Employee Self Service and Time Entry Process

1. Log into <https://fluvannaemployees.munisselfservice.com>
2. ID: "first initial" "last name" "last four digits of Social Security #": e.g. John Smith = jsmith1234
3. Your initial password will be the last 4 digits of your social security # and then will have to change it to a personal password when 1st log in. New password must be minimum of 7 characters, must have upper and lower case and must have at least 1 number.

Login



4. The first page is your "home" page for Self Service:
5. To enter your time worked, go to Time Entry Time Sheets:



- tyler

Enter time

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	July 2021 next week	4/11	4/12	4/13	4/14	4/15	4/16	4/17	Week's total
REGULAR HOURS - POTENTIAL OVERTIME									
VACATION RATE HOURS									
SCHEDULED REST TIMES									
HOURS - REGULAR									
CLOSURE PER									
TOTAL									

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Time Entry
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tyler

Enter time

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	July 2021 print report	4/11	4/12	4/13	4/14	4/15	4/16	4/17	Week's total
REGULAR HOURS - POTENTIAL OVERTIME									
VACATION RATE TAYLOR									
SICKLEAVE PAY TAYLOR									
HOLIDAY - REGULAR									
CLOSURE PER									
TOTAL									

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County of Fluvanna					
2025 Biweekly Payroll Schedule					
FY25					
Pay Date	Benefit Deductions	Leave Accruals	Pay Period	Submit & Approve Time by 9am To County Payroll by 11am	Holiday During Pay Period
January 3, 2025	YES	YES	December 15 - December 28	Friday, December 27 th Holiday - January 1 st	December 24 th & 25 th
January 17, 2025	YES	YES	December 29 - January 11	January 13 th	January 1 st
January 31, 2025	NO	NO	January 12 - January 25	January 27 th	January 20 th
February 14, 2025	YES	YES	January 26 - February 8	February 10 th	
February 28, 2025	YES	YES	February 9 - February 22	February 24 th	February 17 th
March 14, 2025	YES	YES	February 23 - March 8	March 10 th	
March 28, 2025	YES	YES	March 9 - March 22	March 23 rd	
April 11, 2025	YES	YES	March 23 - April 5	April 7 th	
April 25, 2025	YES	YES	April 6 - April 19	April 21 st	
May 9, 2025	YES	YES	April 20 - May 3	May 5 th	
May 23, 2025	YES	YES	May 4 - May 17	May 19 th	
June 6, 2025	YES	YES	May 18 - May 31	June 2 nd	May 26 th
June 20, 2025	YES	YES	June 1 - June 14	June 16 th	
FY26					
July 4, 2025	YES	YES	June 15 - June 28	June 30 th	June 19 th
July 18, 2025	YES	YES	June 29 - July 12	July 14 th	July 4 th
August 1, 2025	YES	YES	July 13 - July 26	July 28 th	
August 15, 2025	YES	YES	July 27 - August 9	August 11 th	
August 29, 2025	NO	NO	August 10 - August 23	August 25 th	
September 12, 2025	YES	YES	August 24 - September 6	Friday, August 29 th Holiday - September 1 st	September 1 st
September 26, 2025	YES	YES	September 7 - September 20	September 22 nd	
October 10, 2025	YES	YES	September 21 - October 4	October 6 th	
October 24, 2025	YES	YES	October 5 - October 18	October 20 th	October 13 th
November 7, 2025	YES	YES	October 19 - November 1	Friday, October 31 st Holiday - November 4 th	
November 21, 2025	YES	YES	November 2 - November 15	November 17 th	November 4 th & 11 th
December 5, 2025	YES	YES	November 16 - November 29	December 1 st	November 26 th (½ Day) November 27 th & 28 th
December 19, 2025	YES	YES	November 30 - December 13	December 15 th	

Changes may occur due to holidays and/or bank scheduling