VTHR PAR Deadline Dates

12/15/2013 – 01/22/2015

PAY PERIOD	PAY DAY	**Deadline to Submit** PAR Requests to DHR/HRIS for entry into VTHR
12/15/13 - 12/28/13	01/09/14	Thursday 12/19/2013
12/29/13 - 01/11/14	01/23/14	Thursday 01/02/2014
01/12/14 - 01/25/14	02/06/14	Thursday 01/16/2014
01/26/14 – 02/08/14	02/20/14	Thursday 01/30/2014
02/09/14 – 02/22/14	03/06/14	Thursday 02/13/2014
02/23/14 – 03/08/14	03/20/14	Thursday 02/27/2014
03/09/14 – 03/22/14	04/03/14	Thursday 03/13/2014
03/23/14 – 04/05/14	04/17/14	Thursday 03/27/2014
04/06/14 – 04/19/14	05/01/14	Thursday 04/10/2014
04/20/14 – 05/03/14	05/15/14	Thursday 04/24/2014
05/04/14 – 05/17/14	05/29/14	Thursday 05/08/2014
05/18/14 – 05/31/14	06/12/14	Thursday 05/22/2014
06/01/14 – 06/14/14	06/26/14	Thursday 06/05/2014
06/15/14 – 06/28/14	07/10/14	Thursday 06/19/2014
06/29/14 – 07/12/14	07/24/14	
07/13/14 – 07/26/14	08/07/14	
07/27/14 – 08/09/14	08/21/14	
08/10/14 – 08/23/14	09/04/14	
08/24/14 – 09/06/14	09/18/14	
09/07/14 – 09/20/14	10/02/14	
09/21/14 – 10/04/14	10/16/14	
10/05/14 – 10/18/14	10/30/14	
10/19/14 – 11/01/14	11/13/14	
11/02/14 – 11/15/14	11/26/14 **Wed**	
11/16/14 – 11/29/14	12/11/14	
11/30/14 – 12/13/14	12/24/14 **Wed**	
12/14/14 – 12/27/14	01/08/15	
12/28/14 - 01/10/15	01/22/15	

NOTE: ***As VTHR continues to stabilize, these deadlines may change.**

Requests will be processed based on:

- **date of receipt**
- **effective date**
- **type of record**

Are there expectations associated with access to PAR in VTHR?

As part of the PAR user group your role as a requestor or admin will include the following expectations:

- Follow documented business-process expectations for PAR workflow.
- Monitor records using “Turnaround” query.
- **Ensure appropriate authorization and backup is in place before submitting a PAR. NOTE, in some cases authorization is specific to your department or agency.**
- Manage your PAR to avoid duplication of efforts for all involved in the process.
- Understand PAR workflow, including PAR Admin & HRIS pushback.
- Utilize “Review and Approve Requests” to manage status of requests.
- Understand the various deadline dates within a payroll period.
- **Communicate changes related to employee data within prescribed deadline timeframes to ensure timely and accurate compensation.**
- Assist with coordination of information flow between employees, supervisors and DHR.
- Be prepared to participate in the annual audit of the payroll process.