

**VTHR Actions Deadline Dates by Pay Period Begin Dates
08/11/2013 – 10/20/2013**

PAY PERIOD	Deadline to Submit PAR Requests to DHR/HRIS for entry into VTHR	PAY DAY
08/11/2013 – 08/24/2013	Thursday 08/15/2013	09/05/2013
08/25/2013 – 09/07/2013	Thursday 08/29/2013	09/19/2013
09/08/2013 – 09/21/2013	Thursday 09/12/2013	10/03/2013
09/22/2013 – 10/05/2013	Thursday 09/26/2013	10/17/2013
10/06/2013 – 10/19/2013	Thursday 10/10/2013	10/31/2013
10/20/2013 – 11/02/2013	Thursday 10/24/2013	11/14/2013

NOTE: *As VTHR stabilizes over the next several months, 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.
- **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.