

## VTHR Deadlines – 01/11/15 – 01/21/2016

PAY PERIOD	Shortened Deadline	PAR Requests to HRIS for entry into VTHR	Prior Pay Period & Time Reporter Group Requests to T&L for entry into VTHR	Employee Time Entry (by End of Last Shift)	Supervisors/ Delegates Approve Time 12:00pm	Delegate/ Business office Validation 5:00pm	Time Administration Final Run 5:00pm	Job updates completed /Pay sheets created 12:00pm	Back Office Validation 9:00 a.m.	Payroll Production	PAY DAY
01/11/15-01/24/15		1/15/15	1/15/15	1/24/15	1/26/15	1/27/15	1/28/15	1/28/15	1/29/15	1/30/15	02/05/15
01/25/15-02/07/15		1/29/15	1/29/15	2/07/15	2/09/15	2/10/15	2/11/15	2/11/15	2/12/15	2/13/15	02/19/15
02/08/15-02/21/15		2/12/15	2/12/15	2/21/15	2/23/15	2/24/15	2/25/15	2/25/15	2/26/15	2/27/15	03/05/15
02/22/15-03/07/15		2/26/15	2/26/15	3/07/15	3/09/15	3/10/15	3/11/15	3/11/15	3/12/15	3/13/15	03/19/15
03/08/15-03/21/15		3/12/15	3/12/15	3/21/15	3/23/15	3/24/15	3/25/15	3/25/15	3/26/15	3/27/15	04/02/15
03/22/15-04/04/15		3/26/15	3/26/15	4/04/15	4/06/15	4/07/15	4/08/15	4/08/15	4/09/15	4/10/15	04/16/15
04/05/15-04/18/15		4/09/15	4/09/15	4/18/15	4/20/15	4/21/15	4/22/15	4/22/15	4/23/15	4/24/15	04/30/15
04/19/15-05/02/15		4/23/15	4/23/15	5/02/15	5/04/15	5/05/15	5/06/15	5/06/15	5/07/15	5/08/15	05/14/15
05/03/15-05/16/15		5/07/15	5/07/15	5/16/15	5/18/15	5/19/15	5/20/15	5/20/15	5/21/15	5/22/15	05/28/15
05/17/15-05/30/15		5/21/15	5/21/15	5/30/15	6/01/15	6/02/15	6/03/15	6/03/15	6/04/15	6/05/15	06/11/15
05/31/15-06/13/15		6/04/15	6/04/15	6/13/15	6/15/15	6/16/15	6/17/15	6/17/15	6/18/15	6/19/15	06/25/15
06/14/15-06/27/15		6/18/15	6/18/15	6/27/15	6/29/15	6/30/15	<b>6/30/15</b>	<b>6/30/15</b>	<b>7/01/15</b>	<b>7/02/15</b>	07/09/15
06/28/15-07/11/15		7/02/15	7/02/15	7/11/15	7/13/15	7/14/15	7/15/15	7/15/15	7/16/15	7/17/15	07/23/15
07/12/15-07/25/15		7/16/15	7/16/15	7/25/15	7/27/15	7/28/15	7/29/15	7/29/15	7/30/15	7/31/15	08/06/15
07/26/15-08/08/15		7/30/15	7/30/15	8/08/15	8/10/15	8/11/15	8/12/15	8/12/15	8/13/15	8/14/15	08/20/15
08/09/15-08/22/15		8/13/15	8/13/15	8/22/15	8/24/15	8/25/15	8/26/15	8/26/15	8/27/15	8/28/15	09/03/15
08/23/15-09/05/15		8/27/05	8/27/05	9/05/15	<b>9/05/15</b>	9/08/15	9/09/15	9/09/15	9/10/15	9/11/15	09/17/15
09/06/15-09/19/15		9/10/15	9/10/15	9/19/15	9/21/15	9/22/15	9/23/15	9/23/15	9/24/15	9/25/15	10/01/15
09/20/15-10/03/15		9/24/15	9/24/15	10/03/15	10/05/15	10/06/15	10/07/15	10/07/15	10/08/15	10/09/15	10/15/15
10/04/15-10/17/15		10/08/15	10/08/15	10/17/15	10/19/15	10/20/15	10/21/15	10/21/15	10/22/15	10/23/15	10/29/15
10/18/15-10/31/15		10/22/15	10/22/15	10/31/15	11/02/15	11/03/15	11/04/15	11/04/15	11/05/15	11/06/15	11/12/15
11/01/15-11/14/15		11/05/15	11/05/15	11/14/15	11/16/15	1/17/15	11/18/15	11/18/15	11/19/15	11/20/15	11/25/15
11/15/15-11/28/15		11/19/15	11/19/15	11/28/15	11/30/15	12/01/15	12/02/15	12/02/15	12/03/15	12/04/15	12/10/15
11/29/15-12/12/15		12/03/15	12/03/15	12/12/15	12/14/15	12/15/15	12/16/15	12/16/15	12/17/15	12/18/15	12/24/15
12/13/15-12/26/15		12/17/05	12/17/05	12/26/15	12/28/15	12/29/15	<b>12/29/15</b>	<b>12/29/15</b>	<b>12/30/15</b>	<b>12/31/15</b>	01/07/16
12/27/15-01/09/16		12/30/15	12/30/15	1/09/16	1/11/16	1/12/16	1/13/16	1/13/16	1/14/16	1/15/16	01/21/16

**NOTE: \*DATES IN BOLD PRINT ARE A VARIATION FROM THE NORMAL SCHEDULE**