

**VTHR Deadlines – 04/20/14 – 01/10/2015**

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 Entered by End of Last Shift	Supervisors/ Delegates Approve Time 12:00pm	Delegate/ Business office Validation 12:00pm	Time Administration Final Run 12:00pm	Back Office Validation 9:00 a.m.	Payroll Production	PAY DAY
04/20/14-05/03/14		04/24/14	04/24/14	05/03/14	05/05/14	05/06/14	05/06/14	05/08/14	05/09/14	05/15/14
05/04/14-05/17/14		05/08/14	05/08/14	05/17/14	05/19/14	05/20/14	05/20/14	05/22/14	05/23/14	05/29/14
05/18/14-05/31/14		05/22/14	05/22/14	05/31/14	06/02/14	06/03/14	06/03/14	06/05/14	06/06/14	06/12/14
06/01/14-06/14/14		06/05/14	06/05/14	06/14/14	06/16/14	06/17/14	06/17/14	06/19/14	06/20/14	06/26/14
06/15/14-06/28/14	Fourth of July	06/19/14	06/19/14	06/28/14	06/30/14	07/01/14	07/01/14	<b>07/02/14</b>	<b>07/03/14</b>	07/10/14
06/29/14-07/12/14	Fourth of July	<b>07/02/14</b>	<b>07/02/14</b>	07/12/14	07/14/14	07/15/15	07/15/14	07/17/14	07/18/14	07/24/14
07/13/14-07/26/14		07/17/14	07/17/14	07/26/14	07/28/14	07/29/14	07/29/14	07/31/14	08/01/14	08/07/14
07/27/14-08/09/14		07/31/14	07/31/14	08/09/14	08/11/14	08/12/14	08/12/14	08/14/14	08/15/14	08/21/14
08/10/14-08/23/14		08/14/14	08/14/14	08/23/14	08/25/14	08/26/14	08/26/14	08/28/14	08/29/14	09/04/14
08/24/14-09/06/14		08/28/14	08/28/14	09/06/14	09/08/14	09/09/14	09/09/14	09/11/14	09/12/14	09/18/14
09/07/14-09/20/14		09/11/14	09/11/14	09/20/14	09/22/14	09/23/14	09/23/14	09/25/14	09/26/14	10/02/14
09/21/14-10/04/14		9/25/14	9/25/14	10/04/14	10/06/14	10/07/14	10/07/14	10/09/14	10/10/14	10/16/14
10/05/14-10/18/14		10/09/14	10/09/14	10/18/14	10/20/14	10/21/14	10/21/14	10/23/14	10/24/14	10/30/14
10/19/14-11/01/14		10/23/14	10/23/14	11/01/14	11/03/14	11/04/14	11/04/14	11/06/14	11/07/14	11/13/14
11/02/14-11/15/14		11/06/14	11/06/14	11/15/14	11/17/14	11/18/14	11/18/14	11/19/14	11/20/14	<b>11/26/14</b>
11/16/14-11/29/14		11/20/14	11/20/14	11/29/14	12/01/14	12/02/14	12/02/14	12/04/14	12/05/14	12/11/14
11/30/14-12/13/14		12/04/14	12/04/14	12/13/14	12/15/14	12/16/14	12/16/14	12/18/14	12/19/14	<b>12/24/14</b>
12/14/14-12/27/14		12/18/14	12/18/14	12/27/14	12/29/14	12/30/14	12/30/14	01/02/15	01/03/15	01/08/14
12/28/14-01/10/15	New Years	<b>12/31/14</b>	<b>12/31/14</b>	01/10/15	01/12/15	01/13/14	01/13/14	01/15/15	01/16/15	01/22/14

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