

PAY PERIOD		Shortened Deadline	PAR Requests to HRIS for entry into VTHR	Prior Pay Period & Time Reporter Group Requests to T&L	Employee Time Entry (by End of Last Shift)	Supervisors /Delegates Approve Time 12:00pm	Delegate/ Business office Validation 5:00pm	PAY DAY
12/19/21	01/01/22	*	12/23/21	12/23/21	12/31/21	01/03/22	01/04/22	01/13/22
01/02/22	01/15/22	*	01/06/22	01/06/22	01/14/22	01/17/22	01/18/22	01/27/22
01/16/22	01/29/22		01/20/22	01/20/22	01/28/22	01/31/22	02/01/22	02/10/22
01/30/22	02/12/22		02/03/22	02/03/22	02/11/22	02/14/22	02/15/22	02/24/22
02/13/22	02/26/22	*	02/17/22	02/17/22	02/25/22	02/28/22	03/01/22	03/10/22
02/27/22	03/12/22		03/03/22	03/03/22	03/11/22	03/14/22	03/15/22	03/24/22
03/13/22	03/26/22		03/17/22	03/17/22	03/25/22	03/28/22	03/29/22	04/07/22
03/27/22	04/09/22		03/31/22	03/31/22	04/08/22	04/11/22	04/12/22	04/21/22
04/10/22	04/23/22		04/14/22	04/14/22	04/22/22	04/25/22	04/26/22	05/05/22
04/24/22	05/07/22		04/28/22	04/28/22	05/06/22	05/09/22	05/10/22	05/19/22
05/08/22	05/21/22		05/12/22	05/12/22	05/20/22	05/23/22	05/24/22	06/02/22
05/22/22	06/04/22		05/26/22	05/26/22	06/03/22	06/06/22	06/07/22	06/16/22
06/05/22	06/18/22		06/09/22	06/09/22	06/17/22	06/20/22	06/21/22	06/30/22
06/19/22	07/02/22	*	06/23/22	06/23/22	07/01/22	07/04/22	07/05/22	07/14/22
07/03/22	07/16/22		07/07/22	07/07/22	07/15/22	07/18/22	07/19/22	07/28/22
07/17/22	07/30/22		07/21/22	07/21/22	07/29/22	08/01/22	08/02/22	08/11/22
07/31/22	08/13/22	*	08/04/22	08/04/22	08/12/22	08/15/22	08/16/22	08/25/22
08/14/22	08/27/22		08/18/22	08/18/22	08/26/22	08/29/22	08/30/22	09/08/22
08/28/22	09/10/22		09/01/22	09/01/22	09/09/22	09/12/22	09/13/22	09/22/22
09/11/22	09/24/22		09/15/22	09/15/22	09/23/22	09/26/22	09/27/22	10/06/22
09/25/22	10/08/22		09/29/22	09/29/22	10/07/22	10/10/22	10/11/22	10/20/22
10/09/22	10/22/22		10/13/22	10/13/22	10/21/22	10/24/22	10/25/22	11/03/22
10/23/22	11/05/22		10/27/22	10/27/22	11/04/22	11/07/22	11/08/22	11/17/22
11/06/22	11/19/22	* (For VTHR Staff)	11/10/22	11/10/22	11/18/22	11/21/22	11/22/22	12/01/22
11/20/22	12/03/22		11/24/22	11/24/22	12/02/22	12/05/22	12/06/22	12/15/22
12/04/22	12/17/22		12/08/22	12/08/22	12/16/22	12/19/22	12/20/22	12/29/22
12/18/22	12/31/22	*	12/22/22	12/22/22	12/30/22	01/02/23	01/03/23	01/12/23
01/01/23	01/14/23	*	01/05/23	01/05/23	01/13/23	01/16/23	01/17/23	01/26/23