

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
12/20/20	01/02/21	*	12/24/20	12/24/20	01/01/21	01/04/21	01/05/21	01/14/21
01/03/21	01/16/21	*	01/07/21	01/07/21	01/15/21	01/18/21	01/19/21	01/28/21
01/17/21	01/30/21		01/21/21	01/21/21	01/29/21	02/01/21	02/02/21	02/11/21
01/31/21	02/13/21	*	02/04/21	02/04/21	02/12/21	02/15/21	02/16/21	02/25/21
02/14/21	02/27/21	*	02/18/21	02/18/21	02/26/21	03/01/21	03/02/21	03/11/21
02/28/21	03/13/21		03/04/21	03/04/21	03/12/21	03/15/21	03/16/21	03/25/21
03/14/21	03/27/21		03/18/21	03/18/21	03/26/21	03/29/21	03/30/21	04/08/21
03/28/21	04/10/21		04/01/21	04/01/21	04/09/21	04/12/21	04/13/21	04/22/21
04/11/21	04/24/21		04/15/21	04/15/21	04/23/21	04/26/21	04/27/21	05/06/21
04/25/21	05/08/21		04/29/21	04/29/21	05/07/21	05/10/21	05/11/21	05/20/21
05/09/21	05/22/21		05/13/21	05/13/21	05/21/21	05/24/21	05/25/21	06/03/21
05/23/21	06/05/21		05/27/21	05/27/21	06/04/21	06/07/21	06/08/21	06/17/21
06/06/21	06/19/21		06/10/21	06/10/21	06/18/21	06/21/21	06/22/21	07/01/21
06/20/21	07/03/21	*	06/24/21	06/24/21	07/02/21	07/05/21	07/06/21	07/15/21
07/04/21	07/17/21		07/08/21	07/08/21	07/16/21	07/19/21	07/20/21	07/29/21
07/18/21	07/31/21		07/22/21	07/22/21	07/30/21	08/02/21	08/03/21	08/12/21
08/01/21	08/14/21	*	08/05/21	08/05/21	08/13/21	08/16/21	08/17/21	08/26/21
08/15/21	08/28/21		08/19/21	08/19/21	08/27/21	08/30/21	08/31/21	09/09/21
08/29/21	09/11/21		09/02/21	09/02/21	09/10/21	09/13/21	09/14/21	09/23/21
09/12/21	09/25/21		09/16/21	09/16/21	09/24/21	09/27/21	09/28/21	10/07/21
09/26/21	10/09/21		09/30/21	09/30/21	10/08/21	10/11/21	10/12/21	10/21/21
10/10/21	10/23/21		10/14/21	10/14/21	10/22/21	10/25/21	10/26/21	11/04/21
10/24/21	11/06/21		10/28/21	10/28/21	11/05/21	11/08/21	11/09/21	11/18/21
11/07/21	11/20/21	* (For VTHR Staff)	11/11/21	11/11/21	11/19/21	11/22/21	11/23/21	12/02/21
11/21/21	12/04/21		11/25/21	11/25/21	12/03/21	12/06/21	12/07/21	12/16/21
12/05/21	12/18/21	*	12/09/21	12/09/21	12/17/21	12/20/21	12/21/21	12/30/21
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