

PAY PERIOD		Shortened Deadline	PAR Requests to HRIS for entry into VTNR	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	Back Office Validation 9:00am	Payroll Production	PAY DAY
12/10/17	12/23/17	*	12/14/17	12/14/17	12/22/17	12/25/17	12/26/17	12/27/17	12/28/17	01/04/18
12/24/17	01/06/18		12/28/17	12/28/17	01/05/18	01/08/18	01/09/18	01/10/18	01/11/18	01/18/18
01/07/18	01/20/18		01/11/18	01/11/18	01/19/18	01/22/18	01/23/18	01/24/18	01/25/18	02/01/18
01/21/18	02/03/18		01/25/18	01/25/18	02/02/18	02/05/18	02/06/18	02/07/18	02/08/18	02/15/18
02/04/18	02/17/18	*	02/08/18	02/08/18	02/16/18	02/19/18	02/20/18	02/21/18	02/22/18	03/01/18
02/18/18	03/03/18		02/22/18	02/22/18	03/02/18	03/05/18	03/06/18	03/07/18	03/08/18	03/15/18
03/04/18	03/17/18		03/08/18	03/08/18	03/16/18	03/19/18	03/20/18	03/21/18	03/22/18	03/29/18
03/18/18	03/31/18		03/22/18	03/22/18	03/30/18	04/02/18	04/03/18	04/04/18	04/05/18	04/12/18
04/01/18	04/14/18		04/05/18	04/05/18	04/13/18	04/16/18	04/17/18	04/18/18	04/19/18	04/26/18
04/15/18	04/28/18		04/19/18	04/19/18	04/27/18	04/30/18	05/01/18	05/02/18	05/03/18	05/10/18
04/29/18	05/12/18		05/03/18	05/03/18	05/11/18	05/14/18	05/15/18	05/16/18	05/17/18	05/24/18
05/13/18	05/26/18	*	05/17/18	05/17/18	05/25/18	05/28/18	05/29/18	05/30/18	05/31/18	06/07/18
05/27/18	06/09/18		05/31/18	05/31/18	06/08/18	06/11/18	06/12/18	06/13/18	06/14/18	06/21/18
06/10/18	06/23/18		06/14/18	06/14/18	06/22/18	06/25/18	06/26/18	06/27/18	06/28/18	07/05/18
06/24/18	07/07/18		06/28/18	06/28/18	07/06/18	07/09/18	07/10/18	07/11/18	07/12/18	07/19/18
07/08/18	07/21/18		07/12/18	07/12/18	07/20/18	07/23/18	07/24/18	07/25/18	07/26/18	08/02/18
07/22/18	08/04/18		07/26/18	07/26/18	08/03/18	08/06/18	08/07/18	08/08/18	08/09/18	08/15/18
08/05/18	08/18/18		08/09/18	08/09/18	08/17/18	08/20/18	08/21/18	08/22/18	08/23/18	08/30/18
08/19/18	09/01/18	*	08/23/18	08/23/18	08/31/18	09/03/18	09/04/18	09/05/18	09/06/18	09/13/18
09/02/18	09/15/18		09/06/18	09/06/18	09/14/18	09/17/18	09/18/18	09/19/18	09/20/18	09/27/18
09/16/18	09/29/18		09/20/18	09/20/18	09/28/18	10/01/18	10/02/18	10/03/18	10/04/18	10/11/18
09/30/18	10/13/18		10/04/18	10/04/18	10/12/18	10/15/18	10/16/18	10/17/18	10/18/18	10/25/18
10/14/18	10/27/18		10/18/18	10/18/18	10/26/18	10/29/18	10/30/18	10/31/18	11/01/18	11/08/18
10/28/18	11/10/18	*	11/01/18	11/01/18	11/09/18	11/12/18	11/13/18	11/14/18	11/15/18	11/21/18
11/11/18	11/24/18		11/15/18	11/15/18	11/23/18	11/26/18	11/27/18	11/28/18	11/29/18	12/06/18
11/25/18	12/08/18		11/29/18	11/29/18	12/07/18	12/10/18	12/11/18	12/12/18	12/13/18	12/20/18
12/09/18	12/22/18	*	12/13/18	12/13/18	12/21/18	12/24/18	12/25/18	12/26/18	12/27/18	01/03/19
12/23/18	01/05/19		12/27/18	12/27/18	01/04/19	01/07/19	01/08/19	01/09/19	01/10/19	01/17/19