

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