

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