

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