

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