

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