

PAY PERIOD		Shortened Deadline	PAR Requests to HRIS for entry into VTHR(see below for exceptions to deadline dates)	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
12/15/24	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
01/12/25	01/25/25		01/16/25	01/16/25	01/24/25	01/27/25	01/28/25	02/06/25
01/26/25	02/08/25		01/30/25	01/30/25	02/07/25	02/10/25	02/11/25	02/20/25
02/09/25	02/22/25		02/13/25	02/13/25	02/21/25	02/24/25	02/25/25	03/06/25
02/23/25	03/08/25		02/27/25	02/27/25	03/07/25	03/10/25	03/11/25	03/20/25
03/09/25	03/22/25		03/13/25	03/13/25	03/21/25	03/24/25	03/25/25	04/03/25
03/23/25	04/05/25		03/27/25	03/27/25	04/04/25	04/07/25	04/08/25	04/17/25
04/06/25	04/19/25		04/10/25	04/10/25	04/18/25	04/21/25	04/22/25	05/01/25
04/20/25	05/03/25		04/24/25	04/24/25	05/02/25	05/05/25	05/06/25	05/15/25
05/04/25	05/17/25		05/08/25	05/08/25	05/16/25	05/19/25	05/20/25	05/29/25
05/18/25	05/31/25		05/22/25	05/22/25	05/30/25	06/02/25	06/03/25	06/12/25
06/01/25	06/14/25		06/05/25	06/05/25	06/13/25	06/16/25	06/17/25	06/26/25
06/15/25	06/28/25	*(applicable departments only)	06/19/25	06/19/25	06/27/25	06/30/25	07/01/25	07/10/25
06/29/25	07/12/25		07/03/25	07/03/25	07/11/25	07/14/25	07/15/25	07/24/25
07/13/25	07/26/25		07/17/25	07/17/25	07/25/25	07/28/25	07/29/25	08/07/25
07/27/25	08/09/25		07/31/25	07/31/25	08/08/25	08/11/25	08/12/25	08/21/25
08/10/25	08/23/25		08/14/25	08/14/25	08/22/25	08/25/25	08/26/25	09/04/25
08/24/25	09/06/25		08/28/25	08/28/25	09/05/25	09/08/25	09/09/25	09/18/25
09/07/25	09/20/25		09/11/25	09/11/25	09/19/25	09/22/25	09/23/25	10/02/25
09/21/25	10/04/25		09/25/25	09/25/25	10/03/25	10/06/25	10/07/25	10/16/25
10/05/25	10/18/25		10/09/25	10/09/25	10/17/25	10/20/25	10/21/25	10/30/25
10/19/25	11/01/25		10/23/25	10/23/25	10/31/25	11/03/25	11/04/25	11/13/25
11/02/25	11/15/25		11/06/25	11/06/25	11/14/25	11/17/25	11/18/25	11/26/25
11/16/25	11/29/25	*	11/20/25	11/20/25	11/28/25	12/01/25	12/02/25	12/11/25
11/30/25	12/13/25		12/04/25	12/04/25	12/12/25	12/15/25	12/16/25	12/24/25
12/14/25	12/27/25		12/18/25	12/18/25	12/26/25	12/29/25	12/30/25	01/08/26
12/28/25	01/10/26	*	01/01/26	01/01/26	01/09/26	01/12/26	01/13/26	01/22/26

**** Exceptions to the Standard PAR Submission Deadline ****

Action/Reason	Deadline	Reason for Variation
HIRE / REHIRE	10 business days <u>prior</u> to effective start date	Employees should have an employee ID assigned prior to their start date. Entering a new hire into the system at least 10 business days in advance allows DHR, ADS, BGS, and relevant departments to proactively prepare for rehired employees. – THIS INCLUDES BRANCH AND TEMP/FULL TIME TYPE MOVEMENTS
Terms / Retirements	10 business days prior to effective date, if possible, no later than standard deadline <i>– Depending on timing, if retro it will result in a retro off cycle/paper check</i>	Ensure process accuracy and timely offboarding. <i>HRIS will also verify timesheet before entering in a record.</i> – THIS INCLUDES BRANCH AND TEMP/FULL TIME TYPE MOVEMENTS
XFR / PRO / DEM / TAS	HR Admin: Standard deadline applies HRIS: Entry by end of pay period that record is effective	XFRs may not always be considered as time sensitive for entry into VTHR as re/hires since these employees are already active / have an ID/badge
NOAs	HRIS processes NOAs in the order that they are received. As a standard practice, an employee should expect to see their reclass take effect in 3 to 5 pay periods of HRIS having received the notice. HRIS will also send out NOA processing estimate emails for HR Business Partners review.	