## Week of Christmas Eve Special Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Sept. 26, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject/Issue</td>
<td>Christmas Eve Special Payroll Processing Schedule</td>
</tr>
<tr>
<td>Who</td>
<td>Med Center Union Weekly (MCU) employees</td>
</tr>
</tbody>
</table>
| Contacts   | VUMC Payroll Processing: payroll.vumc@vanderbilt.edu  
VUMC Data Processing: hrdataprocessing.vumc@vanderbilt.edu |
| What       | Observance of the Christmas holidays on Friday, Dec. 23, requires an adjustment to the pay date for the union employees only. Please note the changes below to ensure your staff members are paid accurately and timely on the Thursday, Dec. 22 payday. |
| Timesheet Submission Due Time | E-timesheet and Kronos:  
• Approvals should be completed no later than **9 a.m. on Monday, Dec. 19.**  
  o Employee submission may need to be modified and communicated to ensure approval deadline is met. Please communicate with your employees on your expectation of submission as this may vary per department. |
| HR Forms   | Paper Forms  
• Paper PAF and Payroll Correction Forms must be received by Wednesday, Dec. 14. |
|            | ePac forms including electronic Additional Pays  
• Electronic PAFs and Additional Pay transactions must be approved no later than Sunday, Dec. 18, 2016. |
| Affected Pay Periods |  
• Med Center Union Weekly (MCU)  
  o Dec. 12 – Dec. 18 |