## Labor Day Special Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Aug. 17, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject/Issue</td>
<td>Labor Day Special Payroll Processing Schedule</td>
</tr>
</tbody>
</table>
| Who        | • Med Center Biweekly (MCB) employees  
             • Med Center Union Weekly (MCU) employees  
             • Home Health Biweekly (HBB) employees |
| Contacts   | VUMC Payroll Processing: payroll.vumc@vanderbilt.edu  
             VUMC Data Processing: hrdataprocessing.vumc@vanderbilt.edu |
| What       | Observance of the Labor Day holiday on Monday, Sept. 5, requires an adjustment to the normal due dates for submitting payroll information. Please note the changes below to ensure your staff members are paid accurately and timely on the Friday, Sept. 9, payday. |

### Timesheet Submission Due Time

**E-timesheet and Kronos:**
- Approvals should be completed no later than 9 a.m. on Tuesday, Sept. 6.
  - 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.

**Paper Timesheets that need to be submitted:**
- Employees who are not working the weekend
  - Submit timesheet to HR Express by Friday, Sept. 2, no later than 5:30 p.m.
- Employees who are working the weekend
  - Submit timesheet to HR Express no later than Tuesday, Sept. 6, at 9 a.m.

### HR Forms

**Paper Forms**
- Paper PAF and Payroll Correction Forms must be received by Wednesday, Aug. 31.

**ePac forms including electronic Additional Pays**
- Electronic PAFs and Additional Pay transactions must be approved no later than Monday, Sept. 4, 2016

### Affected Pay Periods

- **Med Center Bi-Weekly (MCB) and Home Health (HBB)**
  - Aug. 21 – Sept. 3
- **Med Center Union Weekly (MCU)**
  - Aug. 29 – Sept. 4