**VUMC Payroll Pointer**

### Memorial Day Special Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>May 14th, 2018</th>
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<tbody>
<tr>
<td>Subject/Issue</td>
<td>Memorial Day Special Payroll Processing Schedule</td>
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</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 Memorial Day holiday on Monday, May 28th 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, June 1st payday**. |

### Timesheet Submission Due Times

**E-timesheet and Kronos:**
- Approvals should be completed no later than **9:00AM on Tuesday, May 29th**.
  - Employee submission may need to be modified and communicated to ensure approval deadline is met. Please communicate with your employee’s 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, May 25th, no later than 5:30PM
- Employees who are working Weekend  
  - Submit timesheet to HR Express no later than Tuesday, May 29th at 9:00AM

### HR Forms

**Paper Forms**
- Paper PAF and Payroll Correction Form must be received by Wednesday, May 23rd

**ePac forms including electronic Additional Pays**
- Electronic PAF’s and Additional Pay transactions must be approved no later than Monday, May 28th

### Affected Pay Periods

- **Med Center Bi-Weekly (MCB) and Home Health (HBB)**  
  - May 13th – May 26th
- **Med Center Union Weekly (MCU)**  
  - May 21st – May 27th