# New Year’s Day Special Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Oct. 30, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject/Issue</strong></td>
<td>New Year’s Day Special Payroll Processing Schedule</td>
</tr>
<tr>
<td><strong>Who</strong></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 New Year’s Day holiday on Monday, Jan. 1, 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, Jan. 5, payday**. |
| **Timesheet Submission Due Time** | **Kronos:**  
• Approvals should be completed no later than **9 a.m. on Tuesday, Jan. 2.**  
  ○ 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. 27.  
**ePAC forms including electronic Additional Pays**  
  • Electronic PAFs and Additional Pay transactions must be approved no later than Monday, Jan. 1, 2018 |
| **Affected Pay Periods** | • Med Center Union Weekly (MCU)  
  ○ Dec. 25 – Dec. 31 |