### Memorial Day Special Schedule

**Date**
May 18, 2017

**Subject/Issue**
Memorial Day Special Payroll Processing Schedule

**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 29, 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 2 payday**.

**Timesheet Submission Due Times**

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<tr>
<th>Timesheets</th>
<th>E-timesheet and Kronos:</th>
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<tr>
<td></td>
<td>Approvals should be completed no later than <strong>9 a.m. on Tuesday, May 30</strong>.</td>
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<td>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.</td>
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**Paper Timesheets that need to be submitted:**
- Employees who are not working the weekend:
  - Submit timesheet to HR Express by Friday, May 26, no later than 5:30 p.m.
- Employees who are working the weekend:
  - Submit timesheet to HR Express no later than Tuesday, May 30, at 9 a.m.

**HR Forms**
- **Paper Forms**
  - Paper PAF and Payroll Correction Form must be received by Wednesday, May 24.

  **ePac forms including electronic Additional Pays**
  - Electronic PAFs and Additional Pay transactions must be approved no later than Monday, May 29

**Affected Pay Periods**
- **Med Center Bi-Weekly (MCB) and Home Health (HBB)**
  - May 14 – May 27
- **Med Center Union Weekly (MCU)**
  - May 22 – May 28