

# Payroll Pointer

## 2015 New Year's Day Special Schedule

<b>Date</b>	November 7, 2014
<b>Subject/Issue</b>	New Year's Day Special Payroll Processing Schedule
<b>Who</b>	<ul style="list-style-type: none"><li>• Medical Biweekly (MBB) employees</li><li>• University Weekly (UWU) employees</li><li>• Home Health Biweekly (HBB) employees</li><li>• Casual Weekly (CWU) employees</li></ul>
<b>Contacts</b>	Payroll Processing: <a href="mailto:payroll@vanderbilt.edu">payroll@vanderbilt.edu</a>
<b>What</b>	Observance of the New Year's Day holiday 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 January 2 payday.
<b>Timesheets</b>	<p><b><i>E-timesheet and Kronos:</i></b> Employees and departments who use an online timesheet application such as Kronos or e-timesheet should complete their submission and approvals no later than <b><u>9 a.m. on Monday, December 29.</u></b></p> <ul style="list-style-type: none"><li>• 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 will vary per department.</li></ul> <p><b>Paper Timesheets:</b></p> <ul style="list-style-type: none"><li>• If <u>not working</u> the weekend, submit paper timesheets on Friday, December 26, at 5 p.m.</li><li>• If <u>working</u> the weekend, submit paper timesheets no later than Monday, December 29, at 9 a.m.</li></ul>
<b>HR Forms</b>	<p><b>Paper Forms</b></p> <ul style="list-style-type: none"><li>• Paper PAF and Payment Request Forms must be received by Tuesday, December 23.</li></ul> <p><b>ePac forms including electronic Additional Pays</b></p> <ul style="list-style-type: none"><li>• Electronic PAFs and Additional Pay transactions must be approved no later than Sunday, December 28, 2014.</li></ul>
<b>Affected Pay Periods</b>	<ul style="list-style-type: none"><li>• <b>Medical Bi-Weekly (MBB) and Home Health Bi-Weekly (HBB)</b><ul style="list-style-type: none"><li>○ December 14-27</li></ul></li><li>• <b>University Weekly (UWU)</b><ul style="list-style-type: none"><li>○ December 22-28</li></ul></li><li>• <b>Casual Weekly (CWU)</b><ul style="list-style-type: none"><li>○ December 21-27</li></ul></li></ul>