

# Payroll Pointer

## *Memorial Day Special Schedule*

|                               |  |
|-------------------------------|--|
| <b>Date</b>                   | May 7, 2014  |
| <b>Subject/Issue</b>          | Memorial Day Special Payroll Processing Schedule   |
| <b>Who</b>                    | <ul style="list-style-type: none"> <li>• University Biweekly (UBA) employees</li> <li>• University Weekly (UWU) employees</li> <li>• Vanderbilt Temporary Services (VTS) employees</li> </ul>  |
| <b>Contacts</b>               | HR Processing: <a href="mailto:payroll@vanderbilt.edu">payroll@vanderbilt.edu</a>  |
| <b>What</b>                   | Observance of the Memorial Day holiday on Monday, May 26, 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, May 30, payday.  |
| <b>Online Timesheet Users</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 am on Tuesday, May 27.</u></b>  |
| <b>Paper Timesheet Users</b>  | <p><b>e-Timesheet and Kronos:</b></p> <ul style="list-style-type: none"> <li>• Approvals should be completed no later than 9 am on Tuesday, May 27. <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> </li> </ul> <p><b>Paper Timesheets:</b></p> <ul style="list-style-type: none"> <li>• If not working the weekend <ul style="list-style-type: none"> <li>○ Paper timesheets should be submitted on Friday, May 23, at 5 pm</li> </ul> </li> <li>• If working the weekend <ul style="list-style-type: none"> <li>○ Paper timesheet should be submitted no later than Tuesday, May 27 at 9 am</li> </ul> </li> </ul> <p><b>VTS Paper Timesheet Employees:</b></p> <ul style="list-style-type: none"> <li>• If not working the weekend <ul style="list-style-type: none"> <li>○ Timesheets should be submitted to HR Express on Friday, May 23, no later than 5:30 pm</li> </ul> </li> <li>• If working the weekend <ul style="list-style-type: none"> <li>○ Timesheet should be submitted to HR Express no later than Tuesday, May 27 at 9 am</li> </ul> </li> </ul> |
| <b>HR Forms</b>               | <p><b>Paper Forms</b></p> <ul style="list-style-type: none"> <li>• Paper PAF and Additional Pay Corrections must be received by Wednesday, May 21.</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 Monday, May 26, 2014</li> </ul>  |
| <b>Affected Pay Periods</b>   | <ul style="list-style-type: none"> <li>• <b>University Bi-Weekly (UBA) and Vanderbilt Temporary Services (VTS)</b> <ul style="list-style-type: none"> <li>○ May 11 – May 24</li> </ul> </li> <li>• <b>University Weekly (UWU)</b> <ul style="list-style-type: none"> <li>○ May 19 – May 25</li> </ul> </li> <li>• <b>Casual Weekly (CWU)</b> <ul style="list-style-type: none"> <li>○ May 18 – May 24</li> </ul> </li> </ul>   |