

HR Pointer

October 28, 2009

Special Schedule for the Christmas Holidays

Observance of the Christmas Eve and Christmas Day holidays on Thursday, December 24th and Friday, December 25th will require a significant change to the normal due dates for submitting payroll information. Please pay close attention to the schedule below to ensure your staff members are paid accurately and timely on the Wednesday, December 23rd payday!

Kronos Approvals

Departments should complete their Kronos approvals no later than 10 A.M. on Sunday, December 20th.

Timesheets

Departments must submit completed timesheets to the Medical Payroll Office by 5:30 P.M. on Friday, December 18th for staff members who will not be working during the weekend.

Timesheets for those staff who are working over the weekend must be submitted to the Medical Payroll Office no later than 10 A.M. on Sunday, December 20th.

HR Forms

All other Human Resource forms (including Additional Pay forms) must be submitted on Tuesday, December 15th to be included on the December 23rd payroll.

The pay periods being paid on the December 23rd payroll are:

PayGroup	Pay Period
Medical Center Biweekly	December 6 th - December 19 th
Home Health Biweekly	
University Weekly	December 14 th - December 20 th

Happy Holidays!