

HR Pointer

Special Schedule for Independence Day Holiday

Observance of the upcoming Independence Day holiday on Friday, July 3rd requires an adjustment to the normal due dates for submitting payroll information. Please note the changes below to ensure that your staff members are paid accurately and timely on the Thursday, July 2nd payday!

Timesheets

Departments should submit completed timesheets to the HR Processing Office (975 Baker Building) by 5:30 P.M. on Friday, June 26th for those staff members who will not be working during the weekend.

Timesheets for those staff who are working over the weekend should be submitted to the University Payroll Office no later than 9 A.M. on Monday, June 29th.

HR Forms

All other Human Resource forms (including Additional Pay forms) must be submitted by Tuesday, June 23rd to be included on the July 2nd payroll.

The pay periods being paid on the July 2nd paychecks are:

PayGroup	Pay Period
University Biweekly	June 14 th – June 27 th
Vanderbilt Temporary Services (VTS)	June 14 th – June 27 th
University Weekly	June 22 nd - June 28 th
Casual Weekly	June 21 st – June 27 th

Have a Safe & Relaxing 4th!