

HR Pointer

April 22, 2009

Special Schedule for Memorial Day Holiday

Observance of the Memorial Day holiday on Monday, May 25th 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 29th payday:

Kronos Approvals

Departments should complete their Kronos approvals no later than 10 A.M. on Sunday, May 24th.

Timesheets

Departments should submit completed timesheets to the Medical or University Payroll Office by 5:30 P.M. on Friday, May 22nd 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 Medical Payroll Office no later than 10 A.M. on Sunday, May 24th.

HR Forms

All other Human Resource forms (including Additional Pay forms) must be submitted by Tuesday, May 19th to be included on the May 29th payroll.

The pay periods being paid on the May 29th pay date are:

PayGroup	Pay Period
Medical Center Biweekly	May 10 th – May 23 rd
Home Health Biweekly	
University Weekly	May 18 th - May 24 th
Casual Weekly	May 17 th - May 23 rd