

# HR Pointer

October 28, 2009

## Special Schedule for New Year's Day Holiday

Observance of the New Year's Day holiday on Friday, January 1, 2010 will require a change to the normal due dates for submitting payroll information. Please pay close attention to the schedule below to ensure that your staff members are paid accurately and timely on the Thursday, December 31<sup>st</sup> payday!

### Timesheets

Departments should submit completed timesheets to the HR Processing Office at 975 Baker Building by 5:30 P.M. on Wednesday, December 23<sup>rd</sup> for those staff members who will not be working during the holidays or the weekend.

Timesheets for those staff who are working over the holidays or weekend should be submitted to the HR Processing Office no later than 10 A.M. on Monday, December 28<sup>th</sup>.

### HR Forms

All other Human Resource forms (including Additional Pay forms) must be submitted by Tuesday, December 22<sup>nd</sup> to be included on the December 31<sup>st</sup> payroll.

The pay periods being paid on the December 31<sup>st</sup> payroll are:

Pay Group	Pay Period
University Biweekly	December 13 <sup>th</sup> – December 26 <sup>th</sup>
Vanderbilt Temporary Services (VTS)	December 13 <sup>th</sup> – December 26 <sup>th</sup>
University Weekly	December 21 <sup>st</sup> – December 27 <sup>th</sup>

# Happy 2010!