March 2020 HRIS Schedule						
SUNDAY	**MONDAY**	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**	**SATURDAY**
1 2nd Week of pay period 02/23/20 - 03/07/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**2**	**3** Run Position Fund by Dept Report	**4** **Print time docs for pay period** 03/08/20 – 03/21/20	**5** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 03/08/20 – 03/21/20*	**6** **Pay Day** Run Project Award End Date report	**7** Last day of pay period 02/23/20 - 03/07/20
8 1st Week of pay period 03/08/20 – 03/21/20 **Daylight Savings Time begins @ 2:00am**	**9** **Final day to enter T&L and Payroll Funding for 02/23/20 – 03/07/20 T & L Interface files due 11:30 a.m.** Run Time Entry Error Report	**10** T&L error detection/correction **Run Time Entry Error Report** **Record late T & L until 10:00 a.m.** **10:00 a.m. Preliminary Pay Calc Runs** **11:00 a.m.-3:00 p.m.** **HRIS Reopens ONLY for T & L Corrections** **3:00 p.m. Final Pay Calc Runs** **HRIS VIEW ONLY AFTER 3 p.m.**	**11** **HRIS View Only Until E-mail Notification From Payroll**	**12** Run Leave Accrual Report for 02/23/20 - 03/07/20 Begin Entering T&L for 03/08/20 – 03/21/20	**13**	**14**
15 2nd Week of pay period 03/08/20 – 03/21/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**16**	**17** Run Position Fund by Dept Report	**18** **Print time docs for pay period** 03/22/20 -04/04/2020	**19** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 03/22/20 – 04/04/2020*	**20** **Pay Day** Run Project Award End Date report	**21** Last day of pay period 03/08/20 – 03/21/20
22 1st Week of pay period 03/22/20 – 04/04/20	**23** **Final day to enter T&L and Payroll Funding for 03/08/20 – 03/21/20 T & L Interface files due 11:30 a.m.** Run Time Entry Error Report	**24** T&L error detection/correction **Run Time Entry Error Report** **Record late T & L until 10:00 a.m.** **10:00 a.m. Preliminary Pay Calc Runs** **11:00 a.m.-3:00 p.m.** **HRIS Reopens ONLY for T & L Corrections** **3:00 p.m. Final Pay Calc Runs** **HRIS VIEW ONLY AFTER 3 p.m.**	**25** **HRIS View Only Until E-mail Notification From Payroll**	**26** Run Leave Accrual Report for 03/08/20 – 03/21/20 Begin Entering T&L for 03/22/20 – 04/04/20	**27**	**28**
29 2nd Week of pay period 03/22/20 – 04/04/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**30**	**31** Run Position Fund by Dept Report	**April 1** **Print time docs for pay period** 04/05/20 – 04/18/20	**April 2** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 04/05/20 – 04/18/20*	**April 3** **Pay Day** Run Project Award End Date report	**April 4** Last day of pay period 03/22/20 – 04/04/20