


## April 2015 HRIS Schedule

- **Don't forget! You can [update end of appointment dates in HRIS](#) for non-benefit eligible positions.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29 1st Week of pay period 03/29/15-04/11/15	Mar 30 <b>Last day to enter T&amp;L/Funding for 03/15/15-03/28/15</b>  Run Time Entry Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	Mar 31 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	Apr 1 T&L error detect/correct  Run Payroll Payments (KSU) for 03/01/15-03/14/15 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 03/15/15-03/28/15 <b>Final pay calc runs after 6 p.m.</b>	Apr 2   <b>HRIS View Only No Personnel Transactions Processed</b>	Apr 3 For 03/15/15-03/28/15 run: Payroll Payments (KSU) Leave Accrual Report  For 03/29/15-04/11/15: Begin entering T&L	Apr 4
5 2nd Week of ppd 03/29/15-04/11/15, week to:  Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week 	6	7 <b>Run Pos Fund by Dept Report</b>	8 <b>Print time docs for pay period 04/12/15-04/25/15</b>  Final day to submit Additional Pay forms for this pay period	9 <b>Last Day to update End Temp Appt Date</b>	10 <b>Pay Day Run Project Award End Date report</b>  For 04/12/15-04/25/15: <b>Final day to submit personnel transactions to HCS</b>	11 <b>Last day of pay period 03/29/15-04/11/15</b>
12 1st Week of pay period 04/12/15-04/25/15	13 <b>Last day to enter T&amp;L/Funding for 03/29/15-04/11/15</b>  Run Time Entry Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	14 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	15 T&L error detect/correct  Run Payroll Payments (KSU) for 03/15/15-03/28/15 <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 03/29/15-04/11/15 <b>Final pay calc runs after 6 p.m.</b>	16   <b>HRIS View Only No Personnel transactions Processed</b>	17 For 03/29/15-04/11/15 run: Payroll Payments (KSU) Leave Accrual Report  For 04/12/15-04/25/15: Begin entering T&L	18
19 2nd Week of ppd 04/12/15-04/25/15, week to:  Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	20	21 <b>Run Pos Fund by Dept Report</b>	22 <b>Print time docs for pay period 04/26/15-05/09/15</b>  Final day to submit Additional Pay forms for this pay period	23 <b>Last Day to update End Temp Appt Date</b>	24 <b>Pay Day Run Project Award End Date report</b>  For 04/26/15-05/09/15: <b>Final day to submit personnel transactions to HCS</b>	25 <b>Last day of pay period 04/12/15-04/25/15</b>
Apr 26 1st Week of pay period 04/26/15-05/09/15	Apr 27 <b>Last day to enter T&amp;L/Funding for 04/12/15-04/25/15</b>  Run Time Entry Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	Apr 28 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	Apr 29 T&L error detect/correct  Run Payroll Payments (KSU) for 03/29/15-04/11/15 <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 04/12/15-04/25/15 <b>Final pay calc runs after 6 p.m.</b>	Apr 30   <b>HRIS View Only No Personnel transactions Processed</b>	May 1 For 04/12/15-04/25/15 run: Payroll Payments (KSU) Leave Accrual Report  For 04/26/15-05/09/15: Begin entering T&L	May 2