

## April 2016 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
27 1st Week of pay period 03/27/16-04/09/16	28 <b>Enter Time &amp; Leave for</b> 03/13/16-03/26/16  Run Time & Leave Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	29 <b>Last day to enter Payroll Funding for</b> 03/13/16-03/26/16  T&L error detect/correct Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	30 T&L error detect/correct Run Payroll Payments (KSU) for 02/28/16-03/12/16 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Print Dept Time total Report for 03/13/16-03/26/16  <b>Final pay calc runs after 6 p.m.</b>	31   <b>HRIS View Only</b> <b>No Personnel Transactions</b> <b>Processed</b>	April 1 For 03/13/16-03/26/16 run: Payroll Payments (KSU)  Leave Accrual Report  For 03/27/16-04/09/16: Begin entering T&L	April 2
3 2nd Week of ppd 03/27/16-04/09/16, week to:  Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	4	5 <b>Run Pos Fund by Dept Report</b>	6 <b>Print time docs for pay period</b> <b>04/10/16-04/23/16</b>  Final day to submit Additional Pay forms for this pay period	7 <b>Last Day to update End Temp</b> <b>Appt Date</b>	8 <b>Pay Day</b> <b>Run Project Award End Date</b> <b>report</b>  For 04/10/16-04/23/16: <b>Final day to submit personnel</b> <b>transactions to HCS</b>	9 <b>Last day of pay period</b> <b>03/27/16-04/09/16</b>
10 1st Week of pay period 04/10/16-04/23/16	11 <b>Enter Time &amp; Leave for</b> <b>03/27/16-04/09/16</b>  Run Time Entry Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	12 <b>Last day to enter Payroll Funding for</b> <b>03/27/16-04/09/16</b>  T&L error detect/correct Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	13 T&L error detect/correct Run Payroll Payments (KSU) for 03/13/16-03/26/16  <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 03/27/16-04/09/16  <b>Final pay calc runs after 6 p.m.</b>	14   <b>HRIS View Only</b> <b>No Personnel transactions</b> <b>Processed</b>	15 For 03/27/16-04/09/16 run: Payroll Payments (KSU) Leave Accrual Report  For 04/10/16-04/23/16: Begin entering T&L	16
17 2nd Week of ppd 04/10/16-04/23/16, week to:  Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	18	19 <b>Run Pos Fund by Dept Report</b>	20 <b>Print time docs for pay period</b> <b>04/24/16-05/07/16</b>  Final day to submit Additional Pay forms for this pay period	21 <b>Last Day to update End Temp</b> <b>Appt Date</b>	22 <b>Pay Day</b> <b>Run Project Award End Date</b> <b>report</b>  For 04/24/16-05/07/16: <b>Final day to submit personnel</b> <b>transactions to HCS</b>	23 <b>Last day of pay period</b> <b>04/10/16-04/23/16</b>
24 1st Week of pay period 04/24/16-05/07/16	25 <b>Enter Time &amp; Leave for</b> <b>04/10/16-04/23/16</b>  Run Time Entry Error Report  All transactions processed  <b>T &amp; L Interface files due 4:30 p.m.</b>	26 <b>Last day to enter Payroll Funding for</b> <b>04/10/16-04/23/16</b>  T&L error detect/correct Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	27 T&L error detect/correct Run Payroll Payments (KSU) for 03/27/16-04/09/16  <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 04/10/16-04/23/16  <b>Final pay calc runs after 6 p.m.</b>	28   <b>HRIS View Only</b> <b>No Personnel transactions</b> <b>Processed</b>	29 For 04/10/16-04/23/16 run: Payroll Payments (KSU) Leave Accrual Report  For 04/24/16-05/07/16: Begin entering T&L	30