

April 2017 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
<p>March 26</p> <p>1st Week of 03/26/17-04/08/17</p>	<p>March 27</p> <p>Last day to enter T&L for: 03/12/17-03/25/17</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>March 28</p> <p>Final day to Update Payroll Funding for 03/12/17-03/25/17</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>March 29</p> <p>T&L error detect/correct Record late time and leave Run Dept Time Total Report for 03/12/17-03/25/17 No transactions processed</p> <p>Final Payroll Calc Runs 12 Noon HRIS View Only After 12 Noon</p>	<p>March 30</p> <p>HRIS View Only Until E-Mail Notification From Payroll</p>	<p>March 31</p> <p>For 03/12/17-03/25/17 run: Leave Accrual Report</p> <p>For 03/26/17-04/08/17: Begin entering T&L</p>	<p>April 1</p>
<p>2</p> <p>2nd Week of ppd 03/26/17-04/08/17, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p>	<p>3</p>	<p>4</p> <p>Run Pos Fund by Dept Report</p>	<p>5</p> <p>Print time docs for pay period 04/09/17-04/22/17</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p>6</p> <p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p>	<p>7</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 04/09/17-04/22/17: Final day to submit personnel transactions to HCS</p>	<p>8</p> <p>Last day of pay period 03/26/17-04/08/17</p>
<p>9</p> <p>1st Week of pay period 04/09/17-04/22/17</p>	<p>10</p> <p>Last day to enter T&L for: 03/26/17-04/08/17</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>11</p> <p>Final day to Update Payroll Funding for 03/26/17-04/08/17</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>12</p> <p>T&L error detect/correct Record late time & leave Run Dept Time Total Report for 03/26/17-04/08/17 No transactions processed</p> <p>Final Payroll Calc Runs 12 Noon HRIS View Only After 12 Noon</p>	<p>13</p> <p>HRIS View Only Until E-Mail Notification From Payroll</p>	<p>14</p> <p>For 03/26/17-04/08/17 Run Leave Accrual Report</p> <p>For 04/09/17-04/22/17: Begin entering T&L</p>	<p>15</p>
<p>16</p> <p>2nd Week of ppd 04/09/17-04/22/17, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p>	<p>17</p>	<p>18</p> <p>Run Pos Fund by Dept Report</p>	<p>19</p> <p>Print time docs for pay period 04/23/17-05/06/17</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p>20</p> <p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p>	<p>21</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 04/23/17-05/06/17: Final day to submit personnel transactions to HCS</p>	<p>22</p> <p>Last day of pay period 04/09/17-04/22/17</p>
<p>23</p> <p>1st Week of pay period 04/23/17-05/06/17</p>	<p>24</p> <p>Last day to enter T & L for: 04/09/17-04/22/17</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>25</p> <p>Final day to Update Payroll Funding or 04/09/17-04/22/17</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>26</p> <p>T&L error detect/correct Record late time and leave Run Dept Time Total Report for 04/09/17-04/22/17 No transactions processed</p> <p>Final Payroll Calc Runs 12 Noon HRIS View Only After 12 Noon</p>	<p>27</p> <p>HRIS View Only Until E-Mail Notification From Payroll</p>	<p>28</p> <p>For 04/09/17-04/22/17 run: Leave Accrual Report</p> <p>For 04/23/17-05/06/17: Begin entering T&L</p>	<p>29</p>
<p>30</p> <p>2nd Week of ppd 04/23/17-05/06/17, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p>						