

April 2018 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
1 2nd Week of pay period 03/25/18-04/07/18 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 Pos Fund by Dept Report	4 Print time docs for pay period 04/08/18-04/21/18	5 Run End of Temporary Appointment report Update appointment end date(s) For: 04/08/18-04/21/18 <i>Final day to submit personnel transactions to HCS</i>	6 <i>Pay Day</i> Run Project Award End Date Report	7 Last day of pay period 03/25/18-04/07/18
8 1st Week of pay period 04/08/18-04/21/18	9 Final day to enter T&L and Payroll Funding for 03/25/18-04/07/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	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 For 03/25/18-04/07/18 run: Leave Accrual Report For 04/08/18-04/21/18: Begin entering T&L	13	14
15 2nd Week of pay period 04/08/18-04/21/18, 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 Pos Fund by Dept Report	18 Print time docs for pay period 04/22/18-05/05/18	19 Run End of Temporary Appointment report Update appointment end date(s) For 04/22/18-05/05/18: <i>Final day to submit personnel transactions to HCS</i>	20 <i>Pay Day</i> Run Project Award End Date Report	21 Last day of pay period 04/08/18-04/21/18
22 1st Week of pay period 04/22/18-05/05/18	23 Final day to enter T&L and Payroll Funding for 04/08/18-04/21/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	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 For 04/08/18-04/21/18 run: Leave Accrual Report For 04/22/18-05/05/18: Begin entering T&L	27	28
29 2 nd Week of Pay period 04/22/18-05/05/18 18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	30	May 1 Run Pos Fund by Dept Report	May 2 Print time docs for pay period 05/06/18-05/19/18	May 3 Run End of Temporary Appointment report Update appointment end date(s) For 05/06/18-05/19/18: <i>Final day to submit personnel transactions to HCS</i>	May 4 <i>Pay Day</i> Run Project Award End Date Report	May 5 Last Day of pay period 04/22/18-05/05/18