

April 2019 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
2nd Week of pay period 31 03/24/19 – 04/06/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	April 1	April 2 Run Position Fund by Dept Report	April 3 Print time docs for pay period 04/07/19 – 04/20/19	April 4 Run End of Temporary Appointment Report Update appointment end date(s) For 04/07/19 – 04/20/19 Final day to submit personnel transactions to HCS	Pay Day April 5	April 6 Last day of pay period 03/24/19 – 04/06/19 Run Project Award End Date report
1st Week of pay period 7 04/07/19 - 04/20/19	8 Final day to enter T&L and Payroll Funding for 03/24/19 - 04/06/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	9 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.	10 HRIS View Only Until E-mail Notification From Payroll	11 For 03/24/19 - 04/06/19 run: Leave Accrual Report For 04/07/19 - 04/20/19: Begin entering T&L	12	13
14 2nd Week of pay period 04/07/19 - 04/20/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	15	16 Run Pos Fund by Dept Report	17 Print time docs for pay period 04/21/19 - 05/04/19	18 Run End of Temporary Appointment report Update appointment end date(s) For 04/21/19 - 05/04/19: Final day to submit personnel transactions to HCS	Pay Day 19	20 Last day of pay period 04/07/19 – 04/20/19 Run Project Award End Date report
21 1st Week of pay period 04/21/19 – 05/04/19	22 Final day to enter T&L and Payroll Funding for 04/07/19 - 04/20/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	23 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.	24 HRIS View Only Until E-mail Notification From Payroll	25 For 04/07/19 - 04/20/19 run: Leave Accrual Report For 04/21/19-05/04/19: Begin entering T&L	26	27
28 2nd Week of Pay period 04/21/19 - 05/04/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	29	30 Run Pos Fund by Dept Report	May 1 Print time docs for pay period 05/05/19 - 05/18/19	May 2 Run End of Temporary Appointment report Update appointment end date(s) For 05/05/19 - 05/18/19: Final day to submit personnel transactions to HCS	Pay Day May 3	May 4 Last Day of pay period 04/21/19 – 05/04/19 Run Project Award End Date report