

## April 2020 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
29 2nd Week of pay period 03/22/20 – 04/04/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	30	31 <a href="#">Run Position Fund by Dept Report</a>	April 1 Print time docs for pay period 04/05/20 – 04/18/20	April 2 <b>Run End of Temporary Appointment Report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 04/05/20 – 04/18/20</i>	April 3 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	April 4 Last day of pay period 03/22/20 – 04/04/20
5 1st Week of pay period 04/05/20 - 04/18/20	6 <b>Final day to enter T&amp;L and Payroll Funding for 03/22/20 - 04/04/20 T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	7 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m. - 3:00 p.m. HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	8 <b>HRIS View Only Until E-mail Notification From Payroll</b>	9 Run Leave Accrual Report for 03/22/20 – 04/04/20  Begin entering T&L for 04/05/20 – 04/18/20	10	11
12 2nd Week of pay period 04/05/20 - 04/18/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	13	14 <a href="#">Run Position Fund by Dept Report</a>	15 Print time docs for pay period 04/19/20 - 05/02/20	16 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 04/19/20 – 05/02/20</i>	17 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	18 Last day of pay period 04/05/20 – 04/18/20
19 1st Week of pay period 04/19/20 – 05/02/20	20 <b>Final day to enter T&amp;L and Payroll Funding for 04/05/20 - 04/18/20 T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	21 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m. - 3:00 p.m. HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	22 <b>HRIS View Only Until E-mail Notification From Payroll</b>	23 Run Leave Accrual Report for 04/05/20 – 04/18/20  Begin entering T&L for 04/19/20 – 05/02/20	24	25
26 2nd Week of Pay period 04/19/20 - 05/02/20 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	27	28 <a href="#">Run Position Fund by Dept Report</a>	29 Print time docs for pay period 05/03/20 – 05/16/20	30 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 05/03/20 – 05/16/20</i>	May 1 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	May 2 Last day of pay period 04/19/20 – 05/02/20