April 2021 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
March 28 2nd Week of pay period 03/21/21 - 04/03/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**March 29**	**March 30** Run Position Fund by Dept Report	**March 31** **Print time docs for pay period** 04/04/21 - 04/17/21	**April 1** **Off Cycle Payroll Submitted** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 04/04/21 - 04/17/21*	**April 2** **Pay Day** Run Project Award End Date report	**April 3** Last day of pay period 03/21/21 - 04/03/21
4 1st Week of pay period 04/04/21 - 04/17/21	**5** **Final day to enter T&L and Payroll Funding for 03/21/21 - 04/03/21 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**6** 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.**	**7** *HRIS View Only Until E-mail Notification From Payroll*	**8** Run Leave Accrual Report for 03/21/21 - 04/03/21 Begin entering T&L for 04/04/21 - 04/17/21	**9**	**10**
11 2nd Week of pay period 04/04/21 - 04/17/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**12**	**13** Run Position Fund by Dept Report	**14** **Print time docs for pay period** 04/18/21 - 05/01/21	**15** **Off Cycle Payroll Submitted** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 04/18/21 - 05/01/21*	**16** **Pay Day** Run Project Award End Date report	**17** Last day of pay period 04/04/21 - 04/17/21
18 1st Week of pay period 04/18/21 - 05/01/21	**19** **Final day to enter T&L and Payroll Funding for 04/04/21 - 04/17/21 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**20** 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.**	**21** *HRIS View Only Until E-mail Notification From Payroll*	**22** Run Leave Accrual Report for 04/04/21 - 04/17/21 Begin entering T&L for 04/18/21 - 05/01/21	**23**	**24**
25 2nd Week of Pay period 04/18/21 - 05/01/21 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**26**	**27** Run Position Fund by Dept Report	**28** **Print time docs for pay period** 05/02/21 - 05/15/21	**29** **Off Cycle Payroll Submitted** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 05/02/21 - 05/15/21*	**30** **Pay Day** Run Project Award End Date report	**May 1** Last day of pay period 04/18/21 - 05/01/21