August 2015 HRIS Schedule

- The Fall Semester starts with the pay period beginning 8/16/15, don't forget to review funding for returning 9-month employees
- Don't forget to update Employee Information for Kansas State Campus Phone Book Review and update Academic Rank, Contract and Tenure data

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 26 2nd Week of ppd 07/19/15-08/01/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**Jul 27**	**Jul 28** Run Pos Fund by Dept Rpt	**Jul 29** Print time docs for pay period 08/02/15-08/15/15 Final day to submit Additional Pay forms for this pay period	**Jul 30** Last Day to update End Temp Appt Date	**Pay Day** **Jul 31** Run Project Award End Date report **For 08/02/15-08/15/15:** *Final day to submit personnel transactions to HCS*	**Aug1** Last day of pay period 07/19/15-08/01/15
2 1st Week of pay period 08/02/15-08/15/15	**3** Last day to Enter T&L 07/19/15-08/01/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed **T & L Interface files due 4:30 p.m**	**4** **Final Day To Update Payroll Funding** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p. m.**	**5** T & L error detect/correct Run Payroll Payments (KSU) for 07/05/15-07/18/15 Preliminary pay calc runs at 12 noon No transactions processed Run Dept Time Total Report for 07/19/15-08/01/15 **Final pay calc runs after 6 p.m.**	**6** *HRIS View Only* *No Personnel transactions Processed*	**7** For 07/19/15-08/01/15 run: Payroll Payments (KSU) Leave Accrual Report For 08/02/15-08/15/15 Begin entering T&L	**8**
9 2nd Week of ppd 08/02/15-08/15/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**10**	**11** Run Pos Fund by Dept Rpt	**12** Print time docs for pay period 08/16/15-08/29/15 Final day to submit Additional Pay forms for this pay period	**13** Last day to update End Temp Appt date	**Pay Day** **14** Run Project Award End Date report For 08/16/15-08/29/15 : Final day to submit personnel transactions to HCS	**15** Last day of pay period 08/02/15-08/15/15
16 1st Week of pay period 08/16/15-08/29/15 **Return 9-month employees from Summer LWOP Effective date for 9-month unclassified salary increase**	**17** Last day to Enter T&L 08/02/15-08/15/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**18** **Final Day To Update Payroll Funding** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p. m.**	**19** T&L error detect/correct Run Payroll Payments (KSU) for 07/19/15-08/01/15 Preliminary pay calc runs at 12 noon No transactions processed Run Dept Time Total Report for 08/02/15-08/15/15 **Final pay calc runs after 6 p.m.**	**20** *HRIS View Only* *No Personnel transactions Processed*	**21** For 08/02/15-08/15/15 run: Payroll Payments (KSU) Leave Accrual Report For 08/16/15-08/29/15: Begin entering T&L	**22**
23 2nd Week of ppd 08/16/15-08/29/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**24** First Day of Classes	**25** Run Pos Fund by Dept Rpt	**26** Print time docs for pay period 08/30/15-09/12/15 Final day to submit Additional Pay forms for this pay period	**27** Last day to update End Temp Appt date	**Pay Day** **28** Run Project Award End Date report For 08/30/15-09/12/15: Final day to submit personnel transactions to HCS	**29** Last day of pay period 08/16/15-08/29/15
Aug 30 1st Week of pay period 08/30/15-09/12/15 **CWSP Starts**	**Aug 31** Last day to Enter T&L for 08/16/15-08/29/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**Sept 1** **Final Day To Update Payroll Funding** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p.m.**	**Sept 2** T&L error detect/correct Run Payroll Payments by Account for 08/02/15-08/15/15 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 08/16/15-08/29/15 **Final pay calc runs after 6 p.m.**	**Sept 3** **HRIS View Only No Personnel transactions Processed**	**Sept 4** For 08/16/15-08/29/15 run: Payroll Payments (KSU) Leave Accrual Report For 08/30/15-09/12/15: Begin entering T&L	**Sept 5**