August 2016 HRIS Schedule

- The academic year begins 8/14/16, don't forget to review payroll funding for returning 9-month employees.
- Don't forget to update Employee Information for PurplePedia (Campus Phone Book) and update Academic Rank, Contract and Tenure date/status.
- URL for Contract, Academic Rank & Tenure Updates: http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July 31 1st Week of pay period 07/31/16-08/13/16	Aug 1 **Last day to Enter T&L for 07/17/16-07/30/16** Run Time Entry Error Report All transactions processed **T&L Interface files due 4:30 p.m.**	2 **Last day to enter Payroll funding for 07/17/16-07/30/16** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p. m**	3 T&L error detect/correct Run Payroll Payments (KSU) for 07/03/16-07/16/16 **Preliminary pay calc runs at 12 noon** No transactions processed **Run Dept Time Total Report for 07/17/16-07/30/16** **Final pay calc runs after 6 p m**	4 ***HRIS View Only*** ***No Personnel transactions Processed***	5 For 07/17/16-07/30/16 run: Payroll Payments (KSU) Leave Accrual Report For 07/31/16-08/13/16: Begin entering T&L	6
7 2nd Week of ppd 07/31/16-08/13/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	8	9 **Run Pos Fund by Dept Rpt**	10 **Print time docs for pay period 08/14/16-08/27/16** Final day to submit Additional Pay forms for this pay period	11 **Last day to update End Temp Appt date**	Pay Day 12 **Run Project Award End Date report** For 08/14/16-08/27/16: **Final day to submit personnel transactions to HCS**	13 Last day of pay period 07/31/16-08/13/16
1st Week of pay period 14 08/14/16-08/27/16 **Return 9-month employees from Summer LWOP** **Effective date for 9-month unclassified salary increase** **Return 9-month graduate students from short work break**	15 **Last day to Enter T&L for 07/31/16-08/13/16** Run Time Entry Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	16 **Last day to enter Payroll funding for 07/31/16-08/13/16** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p. m.**	17 T&L error detect/correct Run Payroll Payments (KSU) for 07/17/16-07/30/16 **Preliminary pay calc runs at 12 noon** No transactions processed **Run Dept Time Total Report for 07/31/16-08/13/16** **Final pay calc runs after 6 p.m.**	18 ***HRIS View Only*** ***No Personnel transactions Processed***	19 For 07/31/16-08/13/13 run: Payroll Payments (KSU) Leave Accrual Report For 08/14/16-08/27/16: Begin entering T&L	20
21 2nd Week of ppd 08/14/16-08/27/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	22 First Day of Classes	23 **Run Pos Fund by Dept Rpt**	24 **Print time docs for pay period 08/28/16-09/10/16** Final day to submit Additional Pay forms for this pay period	25 **Last day to update End Temp Appt date**	Pay Day 26 **Run Project Award End Date report** For **08/28/16-09/10/16**: **Final day to submit personnel transactions to HCS**	27 Last day of pay period 08/14/16-08/27/16
Aug 28 1st Week of pay period 08/28/16-09/10/16 **CWSP Starts**	Aug 29 **Last day to Enter T&L for 08/14/16-08/27/16** Run Time Entry Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	Aug 30 **Last day to enter Payroll funding for 08/14/16-08/27/16** T&L error detect/correct Record late time and leave All transactions processed **Preliminary pay calc runs after 6 p.m.**	Aug 31 T&L error detect/correct Run Payroll Payments KSU for **07/31/16-08/13/16** **Preliminary pay calc runs 12 noon** No transactions processed **Run Dept Time Total Report for 08/14/16-08/27/16** **Final pay calc runs after 6 p.m.**	Sept 1 ***HRIS View Only*** ***No Personnel transactions Processed***	Sept 2 For 08/14/16-08/27/16 run: Payroll Payments (KSU) Leave Accrual Report For 08/28/16-09/10/16 Begin entering T&L	Sept 3

Sept 4	Sept 5	Sept 6	Sept 7	Sept 8	Sept 9	Sept 10
2nd Week of ppd 08/28/16-09/10/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	HCS CLOSED STATE HOLIDAY	**Run Pos Fund by Dept Rpt**	**Print time docs for pay period 09/11/16-09/24/16** Final day to submit Additional Pay forms for this pay period	**Last day to update End Temp Appt date**	**Pay Day** **Run Project Award End Date report** For: **09/11/16-09/24/16** **Final day to submit personnel transactions to HCS**	Last day of pay period 08/28/16-09/10/16