



## August 2017 HRIS Schedule

- The academic year begins 8/13/17 don't forget to review payroll funding for returning 9-month employees.
- Don't forget to update Employee Information for Academic Rank, Contract and Tenure date/status. : <http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July 30 1st Week of pay period 07/30/17-08/12/17	July 31 <b>Final day to enter T&amp;L and payroll Funding for 07/16/17-07/29/17 T&amp;L Interface files due 11:30a.m.</b>  Run Time Entry Error Report  All transactions processed	Aug 1 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. <b>10:00 a.m. Preliminary Pay Calc Runs</b> 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	Aug 2 <b>HRIS View Only Until E-mail Notification From Payroll</b>	Aug 3  For 07/16/17-07/29/17 run: Leave Accrual Report  For 07/30/17-08/12/17 Begin entering T&L	Aug 4	Aug 5
6 2nd Week of ppd 07/30/17-08/12/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	7	8 <b>Run Pos Fund by Dept Rpt</b>	9 Print time docs for pay period 08/13/17-08/26/17	10 <b>Run End of Temporary Appointment Report Update Appointment End Date(s)</b>  For: 08/13/17-08/26/17 Final day to submit personnel transactions to HCS	11 <b>Pay Day</b>  <b>Run Project Award End Date report</b>	12 Last day of pay period 07/30/17-08/12/17
13 1 <sup>st</sup> Week of pay period 08/13/17-08/26/17 <b>Return 9-month employees from Summer LWOP Effective date for 9-month unclassified salary increase Return 9-month graduate students from short work break</b>	14 <b>Final day to enter T&amp;L and payroll Funding for 07/30/17-08/12/17 T&amp;L Interface files due 11:30 a.m.</b>  Run Time Entry Error Report  All transactions processed	15 T&L detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. <b>10:00 a.m. Preliminary Pay Calc Runs</b> 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	16 <b>HRIS View Only Until E-mail Notification From Payroll</b>	17  For 07/30/17-08/12/17 run: Leave Accrual Report  For 08/13/17-08/26/17 Begin Entering T&L	18	19
20 2nd Week of ppd 08/13/17-08/26/17 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	21 First Day of Classes 	22 <b>Run Pos Fund by Dept Rpt</b>	23 Print time docs for pay period 08/27/17-09/09/17	24 <b>Run End of Temporary Appointment Report Update Appointment End Date(s)</b> For: 08/27/17-09/09/17 Final day to submit personnel transactions to HCS	25 <b>Pay Day</b>  <b>Run Project Award End Date report</b>	26 Last day of pay period 08/13/17-08/26/17
Aug 27 1st Week of pay period 08/27/17-09/09/17  CWSP Starts	Aug 28 <b>Final day to enter T&amp;L and payroll Funding for 08/13/17-08/26/17 T&amp;L Interface files due 11:30 a.m.</b>  Run Time Entry Error Report  All transactions processed	Aug 29 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. <b>10:00 a.m. Preliminary Pay Calc Runs</b> 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	Aug 30 <b>HRIS View Only Until E-mail Notification From Payroll</b>	Aug 31  For 08/13/17-08/26/17 run: Leave Accrual Report  For 08/27/17-09/09/17 Begin Entering T&L	Sept 1	Sept 2
Sept 3 2nd Week of ppd 08/27/17-09/09/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	Sept 4 HCS CLOSED <b>LABOR DAY</b>  STATE HOLIDAY	Sept 5 <b>Run Pos Fund by Dept Rpt</b>	Sept 6 Print time docs for pay period 09/10/17-09/23/17	Sept 7 <b>Run End of Temporary Appointment Report Update Appointment End Date(s)</b>  For: 09/10/17-09/23/17 Final day to submit personnel transactions to HCS	Sept 8 <b>Pay Day</b>  <b>Run Project Award End Date report</b>	Sept 9 Last day of pay period 08/27/17-09/09/17