AUGUST 2018 HRIS Schedule

- The academic year begins 8/12/18 – It is IMPORTANT to review payroll funding for returning 9-month employees.
- Time to update Employee Information for Academic Rank, Contract and Tenure date/status. : http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July 29 1st Week of pay period 07/29/18-08/11/18	July 30 **Final day to enter T&L and Payroll Funding for 07/15/18-07/28/18 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**T&L error detection/correction July 31** **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.*	Aug 1 *HRIS View Only Until E-mail Notification From Payroll*	Aug 2 For 07/15/18-07/28/18 run: Leave Accrual Report For 07/29/18-08/11/18 Begin entering T&L	Aug 3	Aug 4
5 2nd Week of pay period 07/29/18-08/11/18, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	6	7 **Run Position Fund by Dept Report**	8 Print time docs for pay period 08/12/18-08/25/18	9 **Run End of Temporary Appointment Report** **Update appointment end date(s)** **For 08/12/18-08/25/18** *Final day to submit personnel transactions to HCS*	*Pay Day* 10 **Run Project Award End Date report**	11 **Last day of pay period 07/29/18-08/11/18**
12 1st Week of pay period 08/12/18-08/25/18 **Academic Year Begins/Ends:** **08/12/18 – 05/18/2019**	13 **Final day to enter T&L and payroll Funding for 07/29/18-08/11/18 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**T&L error detection/correction 14** **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.*	15 *HRIS View Only Until E-mail Notification From Payroll*	16 For 07/29/18-08/11/18 run: Leave Accrual Report For:08/12/18-08/25/18 Begin entering T&L	17	18
19 2nd Week of pay period 08/12/18-08/25/18, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	20	21 **Run Position Fund by Dept Report**	22 Print time docs for pay period 08/26/18-09/08/18	23 **Run End of Temporary Appointment Report** **Update appointment end date(s)** **For 08/26/18-09/06/18** *Final day to submit personnel transactions to HCS*	*Pay Day* 24 **Run Project Award End Date report**	25 Last day of pay period 08/12/12-08/25/18
26 1st Week of pay period 08/26/18-09/08/18	27 **Final day to enter T&L and payroll Funding for 08/12/18-08/25/18 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**T&L error detection/correction 28** **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.*	29 *HRIS View Only Until E-mail Notification From Payroll*	30 For 08/12/18-08/25/18 run: Leave Accrual Report For:08/26/18-09/08/18 Begin entering T&L	31	Sept 1