AUGUST 2019 HRIS Schedule

- The academic year begins 8/11/2019 – 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 28 1st Week of pay period 07/28/19 - 08/10/19	July 29 **Final day to enter T&L and Payroll Funding for 07/14/19 - 07/27/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	July 30 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.**	July 31 ***HRIS View Only Until E-mail Notification From Payroll***	Aug 1 For 07/14/19 - 07/27/19 run: Leave Accrual Report For 07/28/19 - 08/10/19 Begin entering T&L	Aug 2	Aug 3
4 2nd Week of pay period 07/28/19 - 08/10/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	5	6 Run Position Fund by Dept Report	7 **Print time docs for pay period 08/11/19 - 08/24/19**	8 **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 08/11/19 - 08/24/19*	*Pay Day* 9 Run Project Award End Date report	10 Last day of pay period 07/28/19 - 08/10/19
11 1st Week of pay period 08/11/19 - 08/24/19 **Academic Year Begins/Ends:** **08/11/19 – 05/16/2020**	12 **Final day to enter T&L and payroll Funding for 07/28/19 - 08/10/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	13 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.**	14 ***HRIS View Only Until E-mail Notification From Payroll***	15 For 07/28/19 - 08/10/19 run: Leave Accrual Report For 08/11/19 - 08/24/19 Begin entering T&L	16	17
18 2nd Week of pay period 08/11/19 - 08/24/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	19	20 Run Position Fund by Dept Report	21 **Print time docs for pay period 08/25/19 - 09/07/19**	22 **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 08/25/19 - 09/07/19*	*Pay Day* 23 Run Project Award End Date report	24 Last day of pay period 08/11/19 - 08/24/19
25 1st Week of pay period 08/25/19 - 09/07/19	26 **Final day to enter T&L and payroll Funding for 08/11/19 - 08/24/19 T&L Interface files due 11:30 p.m.** Run Time Entry Error Report	27 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.**	28 ***HRIS View Only Until E-mail Notification From Payroll***	29 For 08/11/19 - 08/24/19 run: Leave Accrual Report For 08/25/19 - 09/07/19 Begin entering T&L	30	31