

August 2020 HRIS Schedule

- The academic year begins 08/09/20 – 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
1 st Week of pay period 07/26/20 - 08/08/20 July 26	Final day to enter T&L and Payroll Funding for 07/12/20 - 07/25/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report July 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. July 28	HRIS View Only Until E-mail Notification From Payroll July 29	Run Leave Accrual Report for 07/12/20 - 07/25/20 Begin entering T&L for 07/26/20 - 08/08/20 July 30	July 31	Aug 1
2 2nd Week of pay period 07/26/20 - 08/08/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	3	4 Run Position Fund by Dept Report	5 Print time docs for pay period 08/09/20 - 08/22/20	6 Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 08/09/20 - 08/22/20	7 Pay Day Run Project Award End Date report	8 Last day of pay period 07/26/20 - 08/08/20
9 1 st Week of pay period 08/09/20 - 08/22/20 Academic Year Begins/Ends: 08/09/20 – 05/15/2021	Final day to enter T&L and payroll Funding for 07/26/20 - 08/08/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report 10	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. 11	HRIS View Only Until E-mail Notification From Payroll 12	Run Leave Accrual Report for 07/26/20 - 08/08/20 Begin entering T&L for 08/09/20 - 08/22/20 13	14	15
16 2nd Week of pay period 08/09/20 - 08/22/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	17	18 Run Position Fund by Dept Report	19 Print time docs for pay period 08/23/20 - 09/05/20	20 Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 08/23/20 - 09/05/20	21 Pay Day Run Project Award End Date report	22 Last day of pay period 08/09/20 - 08/22/20
23 1 st Week of pay period 08/23/20 - 09/05/20	Final day to enter T&L and payroll Funding for 08/09/20 - 08/22/20 T&L Interface files due 11:30 p.m. Run Time Entry Error Report 24	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. 25	HRIS View Only Until E-mail Notification From Payroll 26	Run Leave Accrual Report for 08/09/20 - 08/22/20 Begin entering T&L for 08/23/20 - 09/05/20 27	28	29
30 2nd Week of pay period 08/23/20 - 09/05/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	31	Sept 1 Run Position Fund by Dept Report	Sept 2 Print time docs for pay period 09/06/20 - 09/19/20	Sept 3 Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 09/06/20 - 09/19/20	Sept 4 Pay Day Run Project Award End Date report	Sept 5 Last day of pay period 08/23/20 - 09/05/20