

August 2021 HRIS Schedule

- The academic year begins 08/08/21 – 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>

August 2021 HRIS Schedule						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2nd Week of pay period 07/25/21 - 08/07/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	2	3 Run Position Fund by Dept Report	4 Print time docs for pay period 08/08/21 - 08/21/21	5 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 08/08/21 - 08/21/21</i>	6 Pay Day Run Project Award End Date report	7 Last day of pay period 07/25/21 - 08/07/21
8 1 st Week of pay period 08/08/21 - 08/21/21 Academic Year Begins/Ends: 08/08/21 – 05/14/22	9 Final day to enter T&L and payroll Funding for 07/25/21 - 08/07/21 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 07/25/21 - 08/07/21 Begin entering T&L for 08/08/21 - 08/21/21	13	14
15 2nd Week of pay period 08/08/21 - 08/21/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	16	17 Run Position Fund by Dept Report	18 Print time docs for pay period 08/22/21 - 09/04/21	19 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 08/22/21 - 09/04/21</i>	20 Pay Day Run Project Award End Date report	21 Last day of pay period 08/08/21 - 08/21/21
22 1 st Week of pay period 08/22/21 - 09/04/21	23 Final day to enter T&L and payroll Funding for 08/08/21 - 08/21/21 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 08/08/21 - 08/21/21 Begin entering T&L for 08/22/21 - 09/04/21	27	28
29 2nd Week of pay period 08/22/21 - 09/04/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	30	31 Run Position Fund by Dept Report	Sept 1 Print time docs for pay period 09/05/21 - 09/18/21	Sept 2 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 09/05/21 - 09/18/21</i>	Sept 3 Pay Day Run Project Award End Date report	Sept 4 Last day of pay period 08/22/21 - 09/04/21