December 2019 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2019 discretionary day must be used by 12/27/2019. The 2020 discretionary day will be available 12/29/2019.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1st Week of pay period 12/01/19 - 12/14/19 Run Time Entry Error Report	**2** **Final day to enter T&L and Payroll Funding for 11/17/19 - 11/30/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**3** 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.**	**4** *HRIS View Only Until E-mail Notification From Payroll*	**5** Run Leave Accrual Report for 11/17/19 - 11/30/19 Begin entering T&L for 12/01/19 - 12/14/19	**6**	**7**
8 2nd Week of pay period 12/01/19 – 12/14/19, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**9**	**10** Run Position Fund by Dept Report	**11** **Print time docs for pay period 12/15/19 - 12/28/19** **Print time docs for pay period 12/29/19 – 01/11/20**	**12** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 12/15/19 - 12/28/19*	**13** **Pay Day** Run Project Award End Date report	**14** Last day of pay period 12/01/19 - 12/14/19
15 1st Week of pay period 12/15/19 - 12/28/19	**16** **Final day to enter T&L and payroll Funding for 12/01/19 - 12/14/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**17** 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.**	**18** *HRIS View Only Until E-mail Notification From Payroll*	**19** Run Leave Accrual Report for 12/01/19 - 12/14/19 Begin entering T&L for 12/15/19 - 12/28/19	**20**	**21**
22 2nd Week of pay period, 12/15/19 - 12/28/19 week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**23**	**24** Run Position Fund by Dept Report	**25** HCS Closed **Christmas Day** **State Holiday**	**26** HCS Closed **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 12/29/19 - 01/11/20*	**27** HCS Closed **Pay Day** Run Project Award End Date report	**28** Last day of pay period 12/15/19 - 12/28/19
29 1st Week of pay period 12/29/19 - 01/11/20	**30** HCS Closed **Final day to enter T&L and payroll Funding for 12/15/19 - 12/28/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**31** HCS Closed 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.**	**Jan 1** HCS Closed **New Year's Day** **State Holiday**	**Jan 2** *HRIS View Only Until E-mail Notification From Payroll*	**Jan 3**	**Jan 4**