

## December 2018 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2018 discretionary day must be used by 12/29/2018. The 2019 discretionary day will be available 12/30/2018.

| SUNDAY   | MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY  |
|--|---|--|---|--|--|---|
| 25<br>2 <sup>nd</sup> Week of pay period<br>11/18/18-12/01/18 week to:<br>Enter T&L/Funding<br>View longevity bonuses<br>Enter on line address/phone updates<br>Transactions processed for all pay periods<br>this week  | 26  | 27<br><a href="#">Run Position Fund by Dept Report</a>   | 28<br>Print time docs for pay period<br>12/02/18-12/15/18   | 29<br><b>Run End of Temporary Appointment report</b><br><a href="#">Update appointment end date(s)</a><br><br>For 12/02/18-12/15/18:<br><b>Final day to submit personnel transactions to HCS</b>               | 30<br>Pay Day<br><br><a href="#">Run Project Award End Date report</a>               | December 1<br>Last day of pay period<br>11/18/18-12/01/18 |
| 2<br>1 <sup>st</sup> Week of pay period<br>12/02/18-12/15/18   | 3<br><b>Final day to enter T&amp;L and payroll Funding for 11/18/18-12/01/18</b><br><br><b>T&amp;L Interface files due 11:30 a.m.</b><br><br><a href="#">Run Time Entry Error Report</a>  | 4<br><b>T&amp;L error detection/correction</b><br><b>Run Time Entry Error Report</b><br><b>Record late T &amp; L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs</b><br><br><b>11:00 a.m.-3:00 p.m.</b><br><b>HRIS Reopens ONLY for T &amp; L Corrections</b><br><b>3:00 p.m. Final Pay Calc Runs</b><br><b>HRIS VIEW ONLY AFTER 3 p.m.</b>  | 5<br><b>HRIS View Only</b><br><b>Until E-mail Notification From Payroll</b>   | 6<br>For 11/18/18-12/01/18 run:<br>Leave Accrual Report<br><br>For 12/02/18-12/15/18<br>Begin entering T&L   | 7  | 8   |
| 9<br>2 <sup>nd</sup> Week of pay period,<br>12/02/18- 12/15/18 week to:<br>Enter T&L/Funding<br>View longevity bonuses<br>Enter address/phone updates in HRIS<br>Transactions processed for all pay periods<br>this week | 10  | 11<br><a href="#">Run Position Fund by Dept Report</a>   | 12<br>Print time docs for pay period<br>12/16/18-12/29/18   | 13<br><b>Run End of Temporary Appointment report</b><br><a href="#">Update appointment end date(s)</a><br>For 12/16/18-12/29/18:<br><b>Final day to submit personnel transactions to HCS</b>                   | 14<br>Pay Day<br><br><a href="#">Run Project Award End Date report</a>               | 15<br>Last day of pay period<br>12/02/18-12/15/18         |
| 16<br>1 <sup>st</sup> Week of pay period<br>12/16/18-12/29/18  | 17<br><b>Final day to enter T&amp;L and payroll Funding for 12/02/18-12/15/18</b><br><br><b>T&amp;L Interface files due 11:30 a.m.</b><br><br><a href="#">Run Time Entry Error Report</a> | 18<br><b>T&amp;L error detection/correction</b><br><b>Run Time Entry Error Report</b><br><b>Record late T &amp; L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs</b><br><br><b>11:00 a.m.-3:00 p.m.</b><br><b>HRIS Reopens ONLY for T &amp; L Corrections</b><br><b>3:00 p.m. Final Pay Calc Runs</b><br><b>HRIS VIEW ONLY AFTER 3 p.m.</b> | 19<br><b>HRIS View Only</b><br><b>Until E-mail Notification From Payroll</b>  | 20<br>For 12/02/18-12/15 run:<br>Leave Accrual Report<br><br>For 12/16/18-12/29/18<br>Begin entering T&L   | 21   | 22  |
| 23<br>2 <sup>nd</sup> Week of pay period,<br>12/16/18-12/29/18<br>week to: Enter T&L/Funding<br>View longevity bonuses<br>Enter address/phone updates in HRIS<br>Transactions processed for all pay periods<br>this week | 24<br>State Holiday<br><br><i>Christmas Eve</i>   | 25<br>State Holiday<br>  | 26<br>HCS Closed  | 27<br>HCS Closed<br><b>Run End of Temporary Appointment report</b><br><a href="#">Update appointment end date(s)</a><br><br>For 12/30/18-01/12/19:<br><b>Final day to submit personnel transactions to HCS</b> | 28<br>Pay Day<br>HCS Closed<br><br><a href="#">Run Project Award End Date report</a> | 29<br>Last day of pay period<br>12/16/18-12/29/18         |
| 30<br>1 <sup>st</sup> Week of pay period<br>12/30/18-01/12/19  | 31<br><b>Final day to enter T&amp;L and payroll Funding for 12/16/18-12/29/18</b><br><b>T&amp;L Interface files due 11:30 a.m.</b><br><br><a href="#">Run Time Entry Error Report</a>     | Jan 1<br>  | Jan 2<br><b>T&amp;L error detection/correction</b><br><b>Run Time Entry Error Report</b><br><b>Record late T &amp; L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs</b><br><br><b>11:00 a.m.-3:00 p.m.</b><br><b>HRIS Reopens ONLY for T &amp; L Corrections</b><br><b>3:00 p.m. Final Pay Calc Runs</b><br><b>HRIS VIEW ONLY AFTER 3 p.m.</b> | Jan 3<br><b>HRIS View Only</b><br><b>Until E-mail Notification From Payroll</b>  | Jan 4  | Jan 5   |

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