


December 2015 HRIS Schedule

- Last day to use 2015 Discretionary Day is December 19, 2015
- 2016 Discretionary Day may be used beginning December 20, 2015
- USS Performance Review Due December 31, 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NOV 29	NOV 30	DEC 1	DEC 2	DEC 3	DEC 4	DEC 5
2nd Week of pay period 11/22/15-12/05/15 to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week			Print time docs for pay period 12/06/15 to 12/19/15 & 12/20/15-01/02/16 Final day to submit Additional Pay forms for this pay period	Run End of Temporary Appointment Report Update appointment end date(s)	Pay Day Run Project Award End Date Report For : 11/22/15-12/05/15 Final day to submit personnel transactions to HCS	Last day of pay period 11/22/15-12/05/15
6	7	8	9	10	11	12
1st Week of pay period 12/06/15 to 12/19/15	Last day to Enter T&L for 11/22/15-12/05/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.	Final Day to Update Payroll Funding For 11/22/15-12/05/15 T&L error detect/correct Record late time and leave Run Compensation Review Report Run Position Fund by Dept Report All transactions processed Preliminary pay calc runs after 6 p.m.	T&L error detect/correct Run Payroll Payments (KSU) 11/08/15-11/21/15 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 11/22/15-12/05/15 Final pay calc runs after 6 p.m.	HRIS View Only No Personnel transactions Processed	For run 11/22/15-12/05/15 Payroll Payments (KSU) Leave Accrual Report For: 12/06/15-12/19/15 Begin entering T&L	
13	14	15	16	17	18	19
2nd Week of pay period 12/06/15 to 12/19/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week			Print time docs for pay period 12/20/15 to 01/02/16 Final day to submit Additional Pay forms for this pay period	Run End of Temporary Appointment Report Update appointment end date(s)	Pay Day Run Project Award End Date Report For: 12/06/15-12/19/15 Final day to submit personnel transactions to HCS	Last day of pay period 12/06/15-12/19/15 eTime Entry and Approval Deadline for 12/06/15-12/19/15
20	21	22	23	24	25	26
1st Week of pay period 12/20/15-01/02/16 Run Dept Time Total Report for 12/06/15-12/19/15 Run eTime Summary Report-ACA Run Payroll Payments (KSU) For 12/06/15-12/19/15 Run Compensation Rate Review Report Run Time Entry Error Report T & L Interface files due 11:30AM Run Position Fund by Dept Report Preliminary pay calc runs after 6 p.m.	T&L error detect/correct Preliminary pay calc runs at 12 noon Final pay calc runs after 6pm.	HRIS View Only No Personnel transactions Processed		State Holiday	State Holiday  Christmas Day	
27	28	29	30	31	Jan 1	Jan 2
2nd Week of pay period 12/20/15-01/02/16 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates	HCS CLOSED	HCS CLOSED	HCS CLOSED	Pay Day HCS CLOSED	State Holiday New Year's Day	