

December 2016 HRIS Schedule

- Last day to use 2016 Discretionary Day is December 31, 2016
- 2017 Discretionary Day may be used beginning January 1, 2017
- USS Performance Review Due January 31, 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2nd Week of ppd 11/20/16-12/03/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week						
27	28	29	30	Dec 1	Dec 2	Dec 3
		Run Position Fund by Dept Report	Print time docs for pay period 12/04/16-12/17/16 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 12/04/16-12/17/16: Final day to submit personnel transactions to HCS	Last day of pay period 11/20/16-12/03/16
1st Week of pay period 12/04/16 to 12/17/16	Last day to Enter T&L for 11/20/16-12/03/16 Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.	Final Day to Update Payroll Funding For 11/20/16-12/03/16 T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.	T&L error detect/correct Run Payroll Payments (KSU) 11/06/16-11/19/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 11/20/16-12/03/16 Final pay calc runs after 6 p.m.	8 HRIS View Only No Personnel Transactions Processed	9 For 11/20/16-12/03/16 run Payroll Payments (KSU) Leave Accrual Report For: 12/04/16-12/17/16 Begin entering T&L	10
11	12	13	14	15	16	17
2nd Week of pay period 12/04/16 to 12/17/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week		Run Position Fund by Dept Report	Print time docs for pay period 12/18/16-12/31/16 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: 12/18/16-12/31/16 Final day to submit personnel transactions to HCS	Last day of pay period 12/04/16-12/17/16
18	19	20	21	22	23	24
1st Week of pay period 12/18/16-12/31/16 Last day to Enter T&L for 12/04/16-12/17/16 Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.	Final Day to Update Payroll Funding For 12/04/16-12/17/16 T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.	T&L error detect/correct Run Payroll Payments (KSU) 11/20/16-12/03/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 12/04/16-12/17/16 Final pay calc runs after 6 p.m.	HRIS View Only No Personnel Transactions Processed	For run 12/04/16-12/17/16 Payroll Payments (KSU) Leave Accrual Report For: 12/18/16-12/31/16 Begin entering T&L		
25	26	27	28	29	30	31
Christmas Day	State Holiday HCS CLOSED	HCS CLOSED	HCS CLOSED	HCS CLOSED	Pay Day HCS CLOSED	Last day of pay period 12/18/16-12/31/16