

December 2017 HRIS Schedule

- 2017 Discretionary Day must be used by December 30, 2017
- 2018 Discretionary Day will be available December 31, 2017
- USS Performance Review Due January 31, 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2nd Week of pay period 11/19/17-12/02/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week 26	27	28 Run Position Fund by Dept Report	29 Print time docs for pay period 12/03/17-12/16/17 Final day to submit Additional Pay forms for this pay period	30 Run End of Temporary Appointment Report Update appointment end date(s) For 12/03/17-12/16/17: Final day to submit personnel transactions to HCS	Pay Day Dec 1 Run Project Award End Date report	Dec 2 Last day of pay period 11/19/17-12/02/17
1st Week of pay period 12/03/17-12/16/17 3	4 Final day to enter T&L and payroll Funding for 11/19/17-12/02/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	5 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.	6 HRIS View Only Until E-mail Notification From Payroll	7 For 11/19/17-12/02/17 run: Leave Accrual Report For 12/03/17-12/16/17: Begin entering T&L	8	9
2nd Week of pay period 12/03/17-12/16/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week 10	11	12 Run Position Fund by Dept Report	13 Print time docs for pay period 12/17/17-12/30/17 and 12/31/17-01/13/18 Final day to submit Additional Pay forms for this pay period	14 Run End of Temporary Appointment Report Update appointment end date(s) For 12/17/17-12/30/17 Final day to submit personnel transactions to HCS	Pay Day 15 Run Project Award End Date Report	16 Last day of pay period 12/03/17-12/16/17
1st Week of pay period 12/17/17-12/30/17 Final day to enter T&L and payroll Funding for 12/03/17-12/16/17 T&L Interface files due 3:00 p.m. Run Time Entry Error Report 17	18 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.	19 HRIS View Only Until E-mail Notification From Payroll	20 For 12/03/17-12/16/17 run: Leave Accrual Report For 12/17/17-12/30/17: Begin entering T&L	21	22	23
2nd Week of pay period 12/17/17-12/30/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week 24	25 Happy Holidays	26 HCS Closed	27 HCS Closed	28 HCS Closed	Pay Day 29 HCS Closed	30 Last day of pay period 12/17-12/130/17
1st Week of pay period 12/31/17-01/13/18 31						