

December 2020 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2020 discretionary day must be used by 12/26/2020. The 2021 discretionary day will be available 12/27/2020.
- The last supplemental of the year will be processed December 17, 2020.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29 1 st Week of pay period 11/29/20 - 12/12/20	Nov 30 Final day to enter T&L and payroll Funding for 11/15/20 - 11/28/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	Dec 1 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.	2 HRIS View Only Until E-Mail Notification From Payroll	3 Run Leave Accrual Report for 11/15/20 - 11/28/20 Begin entering T&L for 11/29/20 - 12/12/20	4	5
6 2nd Week of pay period 11/29/20 - 12/12/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	7	8 Run Position Fund by Dept Report	9 Print time docs for pay period 12/13/20 - 12/26/20	10 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 12/13/20 - 12/26/20	11 Pay Day Run Project Award End Date report	12 Last day of pay period 11/29/20 - 12/12/20
13 1st Week of pay period 12/13/20 - 12/26/20	14 Final day to enter T&L and payroll Funding for 11/29/20 - 12/12/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	15 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.	16 HRIS View Only Until E-mail Notification From Payroll	17 Run Leave Accrual Report for 11/29/20 - 12/12/20 Begin entering T&L for 12/13/20 - 12/26/20	18	19
20 2nd Week of pay period, 12/13/20 - 12/26/20 week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	21	22 Run Position Fund by Dept Report	23 Pay Day Run Project Award End Date report Print time docs for pay period 12/27/20 - 01/09/21 Final day to submit personnel transactions to HCS for 12/27/20 - 01/09/21	24 HCS Closed Christmas Eve State Holiday Run End of Temporary Appointment report Update appointment end date(s)	25 HCS Closed Christmas Day State Holiday	26 Last day of pay period 12/13/20 - 12/26/20
27 1 st Week of pay period 12/27/20 - 01/09/21	HCS Closed 28 Final day to enter T&L and payroll Funding for 12/13/20 - 12/26/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	HCS Closed 29 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.	HCS Closed 30	HCS Closed 31 Run Leave Accrual Report for 12/13/20 – 12/26/20 Begin entering T&L for 12/27/20 – 01/09/21	HCS Closed Jan 1 New Year's Day State Holiday	Jan 2