


## February 2019 HRIS Schedule

- Don't forget your employees can access their [W-2 electronically!](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 <sup>st</sup> Week of pay period 01/27/19 - 02/09/19 27	Final day to enter T&L and payroll Funding for 01/13/19 - 01/26/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report 28	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. 29	HRIS View Only Until E-mail Notification From Payroll 30	For 01/13/19 - 01/26/19 run: Leave Accrual Report For 01/27/19 - 02/09/19 Begin Entering T&L 31	Feb 1	Feb 2
2nd Week of ppd 01/27/19 - 02/09/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week 3	4	Run Position Fund by Dept Report 5	Print time docs for pay period 02/10/19 - 02/23/19 6	Update appointment end date(s) Run End of Temporary Appointment Report For: 02/10/19 - 02/23/19 Final day to submit personnel transactions to HCS 7	Pay Day Run Project Award End Date report 8	Last day of pay period 01/27/19 - 02/09/19 9
1st Week of pay period 02/10/19 - 02/23/19 10	Final day to enter T&L and Payroll Funding for 01/27/19 - 02/09/19 T & L Interface files due 11:30 a.m. Run Time Entry Error Report 11	T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary 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. 12	HRIS View Only Until E-Mail Notification From Payroll 13	For 01/27/19 - 02/09/19 run: Leave Accrual Report For 02/10/19 - 02/23/19: Begin entering T&L  14	15	16
2nd Week of ppd 02/10/19 - 02/23/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week 17	18	Run Position Fund by Dept Report 19	Print time docs for pay period 02/24/19 - 03/09/19 20	Update appointment end date(s) Run End of Temporary Appointment Report For: 02/24/19 - 03/09/19 Final day to submit personnel Transactions to HCS 21	Pay Day Run Project Award End Date report 22	Last day of pay period 02/10/19 - 02/23/19 23
1st Week of pay period 02/24/19 - 03/09/19 24	Final day to enter T&L and Payroll Funding for 02/10/19 - 02/23/19 T & L Interface files due 11:30 a.m. Run Time Entry Error Report 25	T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary 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. 26	HRIS View Only Until E-Mail Notification From Payroll 27	For 02/10/19 - 02/23/19 run: Leave Accrual Report For 02/24/19 - 03/09/19: Begin entering T&L March 1	March 1	March 2