


February 2015 HRIS Schedule

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Jan 25</p> <p>2nd Week of ppd 01/18/15-01/31/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p>	<p style="text-align: right;">Jan 26</p>	<p style="text-align: right;">Jan 27</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">Jan 28</p> <p>Print time docs for pay period 02/01/15-02/14/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">Jan 29</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">Jan 30</p> <p>Pay Day Run Project Award End Date report</p> <p>For 02/1/15-02/14/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">Jan 31</p> <p>Last day of pay period 01/18/15-01/31/15</p>
<p style="text-align: right;">1</p> <p>1st Week of pay period 02/01/15-02/14/15</p>	<p style="text-align: right;">2</p> <p>Last day to enter T&L/Funding for 01/18/15-01/31/15</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">3</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">4</p> <p>T&L error detect/correct</p> <p>Run Payroll Payments (KSU) for 01/04/15-01/17/15</p> <p>Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed</p> <p>Print Dept Time total Report for 01/18/15-01/31/15</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">5</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p style="text-align: right;">6</p> <p>For 01/18/15-01/31/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 02/01/15-02/14/15: Begin entering T&L</p>	<p style="text-align: right;">7</p>
<p style="text-align: right;">8</p> <p>2nd Week of ppd 02/01/15-02/14/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p> <p>Transactions processed for all pay periods this week</p>	<p style="text-align: right;">9</p>	<p style="text-align: right;">10</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">11</p> <p>Print time docs for pay period 02/15/15-02/28/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">12</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">13</p> <p>Pay Day Run Project Award End Date report</p> <p>For 02/15/15-02/28/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">14</p> <p>Last day of pay period 02/01/15-02/14/15</p> 
<p style="text-align: right;">15</p> <p>1st Week of pay period 02/15/15-02/28/15</p>	<p style="text-align: right;">16</p> <p>Last day to enter T&L/Funding for 02/01/15-02/14/15</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">17</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">18</p> <p>T&L error detect/correct</p> <p>Run Payroll Payments (KSU) for 01/18/15-01/31/15</p> <p>Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed</p> <p>Print Dept Time Total Report for 02/01/15-02/14/15</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">19</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p style="text-align: right;">20</p> <p>For 02/01/15-02/14/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 02/15/15-02/28/15: Begin entering T&L</p>	<p style="text-align: right;">21</p>
<p style="text-align: right;">22</p> <p>2nd Week of ppd 02/15/15-02/28/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p> <p>Transactions processed for all pay periods this week</p>	<p style="text-align: right;">23</p>	<p style="text-align: right;">24</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">25</p> <p>Print time docs for pay period 03/01/15-03/14/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">26</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">27</p> <p>Pay Day Run Project Award End Date report</p> <p>For 03/01/15-03/14/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">28</p> <p>Last day of pay period 02/15/15-02/28/15</p>