

February 2016 HRIS Schedule

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

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