

## February 2017 HRIS Schedule

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

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