

February 2018 HRIS Schedule

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

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