

February 2020 HRIS Schedule

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26 1 st Week of pay period 01/26/20 - 02/08/20	27 Final day to enter T&L and Payroll Funding for 01/12/20 - 01/25/20 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 Run Leave Accrual Report for 01/12/20 – 01/25/20 Begin Entering T&L for 01/26/20 – 02/08/20	31	Feb 1
2 2 nd Week of pay period 01/26/20 - 02/08/20, 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 02/09/20 - 02/22/20	6 Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 02/09/20 – 02/22/20	7 Pay Day Run Project Award End Date report	8 Last day of pay period 01/26/20 - 02/08/20
9 1 st Week of pay period 02/09/20 - 02/22/20	10 Final day to enter T&L and Payroll Funding for 01/26/20 - 02/08/20 T & L Interface files due 11:30 a.m. Run Time Entry Error Report	11 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.	12 HRIS View Only Until E-mail Notification From Payroll	13 For 01/26/20 - 02/08/20 run: Leave Accrual Report For 02/09/20 - 02/22/20: Begin entering T&L	14	15
16 2 nd Week of pay period 02/09/20 - 02/22/20, 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 02/23/20 - 03/07/20	20 Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel Transactions to HCS for 02/23/20 – 03/07/20	21 Pay Day Run Project Award End Date report	22 Last day of pay period 02/09/20 - 02/22/20
23 1 st Week of pay period 02/23/20 - 03/07/20	24 Final day to enter T&L and Payroll Funding for 02/09/20 - 02/22/20 T & L Interface files due 11:30 a.m. Run Time Entry Error Report	25 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.	26 HRIS View Only Until E-mail Notification From Payroll	27 Leave Accrual Report for 02/09/20 - 02/22/20 run Begin entering T&L for 02/23/20 - 03/07/20	28	29