

## February 2021 HRIS Schedule

- Don't forget your employees can access their [W-2 electronically!](#)
- HRIS, KSIS, and DARS upgrade scheduled for February 26-28. All three systems will be unavailable for use during this time.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
January 31 2 <sup>nd</sup> Week of pay period 01/24/21 - 02/06/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	February 1	2 <a href="#">Run Position Fund by Dept Report</a>	3 Print time docs for pay period 02/07/21 - 02/20/21	4 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 02/07/21 - 02/20/21</i>	5 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	6 Last day of pay period 01/10/21 - 01/23/21
7 1st Week of pay period 02/07/21 - 02/20/21	8 <b>Final day to enter T&amp;L and Payroll Funding for 01/24/21 - 02/06/21 T &amp; L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	9 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; 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 &amp; L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.</b>	10 <b>HRIS View Only Until E-mail Notification From Payroll</b>	11 Run Leave Accrual Report for 01/24/21 - 02/06/21  Begin entering T&L for 02/07/21 - 02/20/21	12	13
14 2nd Week of pay period 02/07/21 - 02/20/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	15	16 <a href="#">Run Position Fund by Dept Report</a>	17 Print time docs for pay period 02/21/21 - 03/06/21	18 <b>Run End of Temporary Appointment Report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel Transactions to HCS for 02/21/21 - 03/06/21</i>	19 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	20 Last day of pay period 02/07/21 - 02/20/21
21 1st Week of pay period 02/21/21 - 03/06/21	22 <b>Final day to enter T&amp;L and Payroll Funding for 02/07/21 - 02/20/21 T &amp; L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	23 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; 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 &amp; L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.</b>	24 <b>HRIS View Only Until E-mail Notification From Payroll</b>	25 Leave Accrual Report for 02/07/21 - 02/20/21 run  Begin entering T&L for 02/21/21 - 03/06/21	26 <b>System Upgrades:</b> HRIS, KSIS and DARS Unavailable	27 <b>System Upgrades:</b> HRIS, KSIS and DARS Unavailable
28 <b>System Upgrades:</b> HRIS, KSIS and DARS Unavailable  2nd Week of pay period 02/21/21 - 03/06/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	March 1	March 2 <a href="#">Run Position Fund by Dept Report</a>	March 3 Print time docs for pay period 03/07/21 - 03/20/21	March 4 <b>Run End of Temporary Appointment Report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel Transactions to HCS for 03/07/21 - 03/20/21</i>	March 5 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	March 6 Last day of pay period 02/21/21 - 03/06/21