


## JANUARY 2019 HRIS Schedule

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 1 <sup>st</sup> Week of pay period 12/30/18-01/12/19	31 HCS Closed <b>Final day to enter T&amp;L and payroll</b> Funding for 12/16/18-12/29/18  <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	Jan 1 	Jan 2 <b>T&amp;L error detection/correction</b> <b>Run Time Entry Error Report</b> 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 <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	Jan 3 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	Jan 4 For 12/16/18-12/29/18 run: Leave Accrual Report  For 12/30/18-01/12/19 Begin Entering T&L	Jan 5
6 2 <sup>nd</sup> Week of pay period 12/30/18-01/12/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	7	8 <a href="#">Run Position Fund by Dept Report</a>	9 Print time docs for pay period 01/13/19-01/26/19	10 <b>Run End of Temporary</b> <b>Appointment report</b> <a href="#">Update appointment end date(s)</a>  For 01/13/19-01/26/19 Final day to submit personnel transactions to HCS	11 Pay Day  <a href="#">Run Project Award End Date report</a>	12 Last day of pay period 12/30/18-01/12/19
13 1 <sup>st</sup> Week of pay period 01/13/19-01/26/19	14 <b>Final day to enter T&amp;L and payroll</b> Funding for 12/30/18-01/12/19  <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	15 <b>T&amp;L error detection/correction</b> <b>Run Time Entry Error Report</b> 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 <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	16 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	17 For 12/30/18-01/12/19 run: Leave Accrual Report  For 01/13/19-01/26/19 Begin Entering T&L	18	19
20 2 <sup>nd</sup> Week of pay period 01/13/19-01/26/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	21 <b>Martin Luther King Jr</b> <b>Holiday Day</b>  <b>State Holiday</b>	22 <a href="#">Run Position Fund by Dept Report</a>	23 Print time docs for pay period 01/27/19-02/09/19	24 <b>Run End of Temporary</b> <b>Appointment report</b> <a href="#">Update appointment end date(s)</a>  For 01/27/19-02/09/19 Final day to submit personnel transactions to HCS	25 Pay Day  <a href="#">Run Project Award End Date report</a>	26 Last day of pay period 01/13/19-01/26/19
27 1 <sup>st</sup> Week of pay period 01/27/19-02/09/19	28 <b>Final day to enter T&amp;L and payroll</b> Funding for 01/13/19-01/26/19  <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	29 <b>T&amp;L error detection/correction</b> <b>Run Time Entry Error Report</b> 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 <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	30 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	31 For 01/13/19-01/26/19 run: Leave Accrual Report  For 01/27/19-02/09/19 Begin Entering T&L	Feb 1	Feb 2