January 2020 HRIS Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 1st Week of pay period 12/29/19 - 01/11/20	**30** HCS Closed **Final day to enter T&L and Payroll Funding for 12/15/19 - 12/28/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**31** HCS Closed 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.**	**Jan 1** HCS Closed **New Year's Day** **State Holiday**	**Jan 2** *HRIS View Only Until E-mail Notification From Payroll*	**Jan 3**	**Jan 4**
5 2nd Week of pay period 12/29/19 - 01/11/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**6**	**7** Run Position Fund by Dept Report	**8** **Print time docs for pay period** 01/12/20 - 01/25/20	**9** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 01/12/20 – 01/25/20*	**10** **Pay Day** Run Project Award End Date report	**11** Last day of pay period 12/29/19 - 01/11/20
12 1st Week of pay period 01/12/20 - 01/25/20	**13** **Final day to enter T&L and Payroll Funding for 12/29/19 - 01/11/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**14** 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.**	**15** *HRIS View Only Until E-mail Notification From Payroll*	**16** Run Leave Accrual Report for 12/29/19 – 01/11/20 Begin Entering T&L for 01/12/20 – 01/25/20	**17**	**18**
19 2nd Week of pay period 01/12/20 - 01/25/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**20** HCS Closed **Martin Luther King Jr. Day** **State Holiday**	**21** Run Position Fund by Dept Report	**22** **Print time docs for pay period** 01/26/20 - 02/08/20	**23** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 01/26/20 – 02/08/20*	**24** **Pay Day** Run Project Award End Date report	**25** Last day of pay period 01/12/20 - 01/25/20
26 1st 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**