


January 2015 HRIS Schedule

- Be sure to read the [Hourly Student Employment Reminders](#)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Dec 28</p> <p>2nd Week of ppd 12/21/14-01/03/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p>	<p style="text-align: right;">Dec 29</p> <p>HCS Closed</p>	<p style="text-align: right;">Dec 30</p> <p>HCS Closed</p>	<p style="text-align: right;">Dec 31</p> <p>HCS Closed</p>	<p style="text-align: right;">Jan 1</p> <p>HCS Closed State Holiday</p> 	<p style="text-align: right;">Jan 2</p> <p>Pay Day HCS Closed</p> <p>Run Project Award End Date report Run Pos Fund by Dept Report Final day to submit Additional Pay forms for this pay period Last Day to update End Temp Appt Date Print time docs for pay period 01/04/15-01/17/15</p>	<p style="text-align: right;">Jan 3</p> <p>Last day of pay period 12/21/14-01/03/15</p>
<p style="text-align: right;">4</p> <p>1st Week of pay period 01/04/15-01/17/15</p>	<p style="text-align: right;">5</p> <p>For 01/04/15-01/17/15: Final day to submit personnel transactions to HCS Last day to enter T&L/Funding for 12/21/14-01/03/15 Run Time & Leave Error Report All transactions processed T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">6</p> <p>T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">7</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 12/07/14-12/20/14 Record late time and leave Preliminary pay calc runs 12 noon No transactions processed Print Dept Time Total Report for 12/21/14-01/03/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">8</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">9</p> <p>For 12/21/14-01/03/15 run: Payroll Payments (KSU) Leave Accrual Report For 01/04/15-01/17/15: Begin entering T&L</p>	<p style="text-align: right;">10</p>
<p style="text-align: right;">11</p> <p>2nd Week of ppd 01/04/15-01/17/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p>	<p style="text-align: right;">12</p>	<p style="text-align: right;">13</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">14</p> <p>Print time docs for pay period 01/18/15-01/31/15 Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">15</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">16</p> <p>Pay Day</p> <p>Run Project Award End Date report For 01/18/15-01/31/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">17</p> <p>Last day of pay period 01/04/15-01/17/15</p>
<p style="text-align: right;">18</p> <p>1st Week of pay period 01/18/15-01/31/15</p>	<p style="text-align: right;">19</p> <p>HCS Closed Martin Luther King State Holiday Last day to enter T&L/Funding for 01/04/15-01/17/15 Run Time & Leave Error Report All transactions processed T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">20</p> <p>T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m. Spring Classes Begin</p>	<p style="text-align: right;">21</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 12/21/14-01/03/15 Record late time and leave Preliminary pay calc runs 12 noon No transactions processed Print Dept Time Total Report for 01/04/15-01/17/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">22</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">23</p> <p>For 01/04/15-01/17/15 run: Payroll Payments (KSU) Leave Accrual Report For 01/18/15-01/31/15: Begin entering T&L</p>	<p style="text-align: right;">24</p>
<p style="text-align: right;">Jan 25</p> <p>2nd Week of ppd 01/18/15-01/31/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p>	<p style="text-align: right;">Jan 26</p>	<p style="text-align: right;">Jan 27</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">Jan 28</p> <p>Print time docs for pay period 02/01/15-02/14/15 Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">Jan 29</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">Jan 30</p> <p>Pay Day</p> <p>Run Project Award End Date report For 02/01/15-02/14/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">Jan 31</p> <p>Last day of pay period 01/18/15-01/31/15</p>

