January 2016 HRIS Schedule

- **Be sure to read the [Hourly Student Employment Reminders](#)**
- **Reminder USS Performance Review Due January 31, 2016**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27 2nd Week of ppd 12/20/15-01/02/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates	*HCS Closed* **Dec 28**	*HCS Closed* **Dec 29**	*HCS Closed* **Dec 30**	*HCS Closed Pay Day* **Dec 31** *State Holiday*	*HCS Closed* **Jan 1** *State Holiday* HAPPY NEW YEAR	**Jan 2** **Last day of 12/20/15-01/02/16 pay period**
3 1st Week of pay period 01/03/16-01/16/16	**4** **Last day to enter T&L for 12/20/15-01/02/16** For 01/03/16-01/16/16: *Final day to submit personnel transactions to HCS* Run Time & Leave Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**5** **Last day to enter Payroll Funding for 12/20/15-01/02/16** T&L error detect/correct Record late time and leave All transactions processed *Preliminary pay calc runs after 6 p.m.*	**6** T&L error detect/correct Run Payroll Payments (KSU) for 12/06/15-12/19/15 Record late time and leave *Preliminary pay calc runs 12 noon* No transactions processed Print Dept Time Total Report for 12/20/15-01/02/16 *Final pay calc runs after 6 p.m.*	**7** ***HRIS View Only*** ***No Personnel transactions Processed***	**8** For 12/20/15-01/02/16 run: Payroll Payments (KSU) Leave Accrual Report For: 01/03/16-01/16/16 Begin entering T&L	**9**
10 2nd Week of ppd 01/03/16-01/16/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**11**	**12** **Run Pos Fund by Dept Report**	**13** **Print time docs for pay period 01/17/16-01/30/16** Final day to submit Additional Pay forms for this pay period	**14** **Last Day to update End Temp Appt Date**	*Pay Day* **15** **Run Project Award End Date report** For:01/17/16-01/30/16 *Final day to submit personnel transactions to HCS*	**16** **Last day of 01/03/16-01/16/16 pay period**
17 1st Week of pay period 01/17/16-01/30/16	*HCS Closed* **18** **Martin Luther King State Holiday** **Last day to enter T&L for 01/03/16-01/16/16** Run Time & Leave Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**19** **Last Day to enter Payroll funding for 01/03/16-01/16/16** T&L error detect/correct Record late time and leave All transactions processed *Preliminary pay calc runs after 6 p.m.* **Spring Classes Begin**	**20** T&L error detect/correct Run Payroll Payments (KSU) for 12/20/15-01/02/16 Record late time and leave *Preliminary pay calc runs 12 noon* No transactions processed Print Dept Time Total Report for 01/03/16-01/16/16 *Final pay calc runs after 6 p.m.*	**21** ***HRIS View Only*** ***No Personnel transactions Processed***	**22** For 01/03/16-01/16/16 run: Payroll Payments (KSU) Leave Accrual Report For 01/17/16-01/30/16: Begin entering T&L	**23**
24 2nd Week of ppd 01/17/16-01/30/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**25**	**26** **Run Pos Fund by Dept Report**	**27** **Print time docs for pay period 01/31/16-02/13/16** Final day to submit Additional Pay forms for this pay period	**28** **Last Day to update End Temp Appt Date**	*Pay Day* **29** **Run Project Award End Date report** For 01/17/16-01/30/16: *Final day to submit personnel transactions to HCS*	**30** **Last day of 01/17/16-01/30/16 pay period**
31 1st Week of ppd 1-31-16-02-13-16						