

# January 2017 HRIS Schedule

- **Be sure to read the [Hourly Student Employment Reminders](#)**
- **Reminder USS Performance Review Due January 31, 2017**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Jan 1</p>  <p>1st Week of pay period 01/01/17-01/14/17</p>	<p style="text-align: right;">Jan 2</p> <p style="text-align: center;"><i>Holiday</i> <b>HCS Closed</b></p>	<p style="text-align: right;">Jan 3</p> <p>T&amp;L error detect/correct Record late time and leave <b>Run Time &amp; Leave Error Report for 12/18/16-12/31/16</b> <b>Final Day to Update Payroll Funding for: 12/18/16-12/31/16</b> All transactions processed <b>T &amp; L Interface files due 11:30 a.m.</b> <b>Preliminary pay calc runs after 6 p.m.</b></p>	<p style="text-align: right;">Jan 4</p> <p>T&amp;L error detect/correct Run Payroll Payments (KSU) for <b>12/04/16-12/17/16</b> <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 12/18/16-12/31/16 <b>Final pay calc runs after 6 p.m.</b></p>	<p style="text-align: right;">Jan 5</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>No Personnel Transactions Processed</b></p>	<p style="text-align: right;">Jan 6</p> <p>For 12/18/16-12/31/16 run Payroll Payments (KSU) Leave Accrual Report For 01/01/17-01/14/17: Begin Entering T &amp; L</p>	<p style="text-align: right;">Jan 7</p>
<p style="text-align: right;">8</p> <p>2nd Week of ppd 01/01/17-01/14/17, week to: Enter T&amp;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;">9</p>	<p style="text-align: right;">10</p> <p style="text-align: center;"><b>Run Pos Fund by Dept Report</b></p>	<p style="text-align: right;">11</p> <p><b>Print time docs for pay period 01/15/17-01/28/17</b>  Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">12</p> <p style="text-align: center;"><b>Run End of Temporary Appointment Report</b>  <b>Update appointment end date(s)</b></p>	<p style="text-align: right;">13</p> <p style="text-align: center;"><b>Pay Day</b> <b>Run Project Award End Date Report</b>  For:01/15/17-01/28/17 <b>Final day to submit personnel transactions to HCS</b></p>	<p style="text-align: right;">14</p> <p style="text-align: center;"><b>Last day of 01/01/17-01/14/17 pay period</b></p>
<p style="text-align: right;">15</p> <p>1st Week of pay period <b>01/15/17-01/28/17</b></p>	<p style="text-align: right;">16</p> <p style="text-align: center;"><b>HCS Closed</b> <b>Martin Luther King State Holiday</b>  Last day to enter T&amp;L for 01/01/17-01/14/17 Run Time Entry Error Report</p>	<p style="text-align: right;">17</p> <p style="text-align: center;"><i>Spring Semester Begins</i></p> <p>T&amp;L error detect/correct Record late time and leave <b>Run Time &amp; Leave Error Report for 01/01/17-01/14/17</b> <b>Final Day to Update Payroll Funding for: 01/01/17-01/14/17</b> All transactions processed <b>T &amp; L Interface files due 11:30 a.m.</b> <b>Preliminary pay calc runs after 6 p.m.</b></p>	<p style="text-align: right;">18</p> <p>T&amp;L error detect/correct Run Payroll Payments (KSU) for 12/18/16-12/31/16 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 01/01/17-01/14/17 <b>Final pay calc runs after 6 p.m.</b></p>	<p style="text-align: right;">19</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>No Personnel Transactions Processed</b></p>	<p style="text-align: right;">20</p> <p>For 01/01/17--01/14/17 run Payroll Payments (KSU) Leave Accrual Report For 01/15/17-01/28/17 Begin entering T&amp;L</p>	<p style="text-align: right;">21</p>
<p style="text-align: right;">22</p> <p>2<sup>nd</sup> Week of ppd 01/15/17-01/28/17  Enter T&amp;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;">23</p>	<p style="text-align: right;">24</p> <p style="text-align: center;"><b>Run Pos Fund by Dept Report</b></p>	<p style="text-align: right;">25</p> <p><b>Print time docs for pay period 01/29/17-02/11/17</b>  Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">26</p> <p style="text-align: center;"><b>Run End of Temporary Appointment Report</b>  <b>Update appointment end date(s)</b></p>	<p style="text-align: right;">27</p> <p style="text-align: center;"><b>Pay Day</b> <b>Run Project Award End Date Report</b>  For:01/29/17-02/11/17 <b>Final day to submit personnel transactions to HCS</b></p>	<p style="text-align: right;">28</p> <p style="text-align: center;"><b>Last day of 01/15/17-01/28/17 pay period</b></p>
<p style="text-align: right;">29</p> <p>1<sup>st</sup> Week of pay period 01/29/17-02/11/17</p>	<p style="text-align: right;">30</p> <p>Last day to enter T &amp; L for 01/15/17-01/28/17  Run Time Entry Error Report  All transactions processed  T &amp; L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">31</p> <p>Final Day to Update Payroll Funding For 01/15/17-01/28/17  T&amp;L error detect/correct  Record late time and leave Run Time &amp; Leave Error Report For 01/15/17-01/28/17 All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b></p>	<p style="text-align: right;">Feb 1</p> <p>T&amp;L error detect/correct Run Payroll Payments (KSU) for 01/01/17-01/14/17 Record late time &amp; leave Run Dept Time Total Report for 01/15/17-01/28/17 No transactions processed  <b>Final Pay Calc Runs 12 Noon</b> <b>HRIS View Only After 12 Noon</b></p>	<p style="text-align: right;">Feb 2</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>Until E-Mail Notification From Payroll</b></p>	<p style="text-align: right;">Feb 3</p> <p>For 01/15/17-01/28/17 run Payroll Payments (KSU) Leave Accrual Report For 01/29/17-02/11/17 Begin entering T&amp;L</p>	<p style="text-align: right;">Feb 4</p>