

January 2018 HRIS Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">DEC 31</p> <p>1st Week of pay period 12/31/17-01/13/18</p>	<p style="text-align: right;">Jan 1</p> <p style="text-align: center;">NEW YEAR'S DAY STATE HOLIDAY</p>	<p style="text-align: right;">Jan 2</p> <p>Final day to enter T&L and payroll Funding for 12/17/17-12/30/17</p> <p>T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">Jan 3</p> <p>T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m.</p> <p>10:00 a.m. Preliminary Calc Runs</p> <p>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.</p>	<p style="text-align: right;">Jan 4</p> <p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p>	<p style="text-align: right;">Jan 5</p> <p>Run Project Award End Date report</p> <p>For 12/17/17-12/30/17 run: Leave Accrual Report</p> <p>For 12/31/17-01/13/18: Begin entering T&L</p>	<p style="text-align: right;">Jan 6</p>
<p style="text-align: right;">7</p> <p>2nd Week of ppd 12/31/17-01/13/18, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p>	<p style="text-align: right;">8</p>	<p style="text-align: right;">9</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">10</p> <p>Print time docs for pay period 01/14/18-01/27/18</p>	<p style="text-align: right;">11</p> <p>Run End of Temporary Appointment Report Update Appointment End Date(s)</p> <p>For 01/14/18-01/27/18 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">12</p> <p style="text-align: center;">Pay Day</p>	<p style="text-align: right;">13</p> <p>Last day of pay period 12/31/17-01/13/18</p>
<p style="text-align: right;">14</p> <p>1st week of pay period 01/14/18-01/27/18</p>	<p style="text-align: right;">15</p> <p style="text-align: center;"><i>Martin Luther King Day STATE HOLIDAY</i></p>	<p style="text-align: right;">16</p> <p>Final day to enter T&L and payroll Funding for 12/31/17-01/13/18</p> <p>T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">17</p> <p>T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m.</p> <p>10:00 a.m. Preliminary Calc Runs</p> <p>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.</p>	<p style="text-align: right;">18</p> <p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p>	<p style="text-align: right;">19</p> <p>Run Project Award End Date report</p> <p>For 12/31/17-01/13/18 run: Leave Accrual Report</p> <p>For 01/14/18-01/27/18 Begin entering T&L</p>	<p style="text-align: right;">20</p>
<p style="text-align: right;">21</p> <p>2nd Week of ppd 01/14/18-01/27/18, 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;">22</p>	<p style="text-align: right;">23</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">24</p> <p>Print time docs for pay period 01/28/18-02/10/18</p>	<p style="text-align: right;">25</p> <p>Run End of Temporary Appointment Report Update Appointment End Date(s)</p> <p>For 01/28/18-02/10/18 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">26</p> <p style="text-align: center;">Pay Day</p>	<p style="text-align: right;">27</p> <p>Last day of pay period 01/14/18-01/27/18</p>
<p style="text-align: right;">28</p> <p>1st Week of pay period 01/28/18-02/10/18</p>	<p style="text-align: right;">29</p> <p>Final day to enter T&L and Payroll Funding for 01/14/18-01/27/18</p> <p>T & L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p>	<p style="text-align: right;">30</p> <p>T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m.</p> <p>10:00 a.m. Preliminary Calc Runs</p> <p>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.</p>	<p style="text-align: right;">31</p> <p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p>	<p style="text-align: right;">Feb 1</p> <p>For 01/14/18-01/27/18 run: Leave Accrual Report</p> <p>For 01/28/18-02/10/18 Begin entering T&L</p>	<p style="text-align: right;">Feb 2</p> <p>Run Project Award End Date report</p>	<p style="text-align: right;">Feb 3</p>