

January 2021 HRIS Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27 1 st Week of pay period 12/27/20 - 01/09/21	HCS Closed Dec 28 Final day to enter T&L and payroll Funding for 12/13/20 - 12/26/20 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	HCS Closed Dec 29 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.	HCS Closed Dec 30 HRIS View Only Until E-mail Notification From Payroll	HCS Closed Dec 31 Run Leave Accrual Report for 12/13/20 – 12/26/20 Begin entering T&L for 12/27/20 – 01/09/21	HCS Closed Jan 1 New Year's Day State Holiday	Jan 2
3 2 nd Week of pay period 12/27/20 - 01/09/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	4	5 Run Position Fund by Dept Report	6 Print time docs for pay period 01/10/21 - 01/23/21	7 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 01/10/21 - 01/23/21	8 Pay Day Run Project Award End Date report	9 Last day of pay period 12/27/20 - 01/09/21
10 1 st Week of pay period 01/10/21 - 01/23/21	11 Final day to enter T&L and Payroll Funding for 12/27/20 - 01/09/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	12 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.	13 HRIS View Only Until E-mail Notification From Payroll	14 Run Leave Accrual Report for 12/27/20 - 01/09/21 Begin Entering T&L for 01/10/21 - 01/23/21	15	16
17 2 nd Week of pay period 01/10/21 - 01/23/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	18 HCS Closed Martin Luther King Jr. Day State Holiday	19 Run Position Fund by Dept Report	20 Print time docs for pay period 01/24/21 - 02/06/21	21 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 01/24/21 - 02/06/21	22 Pay Day Run Project Award End Date report	23 Last day of pay period 01/10/21 - 01/23/21
24 1 st Week of pay period 01/24/21 - 02/06/21	25 Final day to enter T&L and Payroll Funding for 01/10/21 - 01/23/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	26 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.	27 HRIS View Only Until E-mail Notification From Payroll	28 Run Leave Accrual Report for 01/10/21 - 01/23/21 Begin Entering T&L for 01/24/21 - 02/06/21	29	30
31 2 nd Week of pay period 01/24/21 – 02/06/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	Feb 1	Feb 2 Run Position Fund by Dept Report	Feb 3 Print time docs for pay period 02/07/21 - 02/20/21	Feb 4 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 02/07/21 - 02/20/21	Feb 5 Pay Day Run Project Award End Date report	Feb 6 Last day of pay period 01/10/21 - 01/23/21