


July 2015 HRIS Schedule

▪ **Review and update Academic Rank, Contract and Tenure data**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">June 28</p> <p>2nd Week of ppd 06/21/15-07/04/15, 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;">June 29</p>	<p style="text-align: right;">June 30</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">July 1</p> <p>Print time docs for pay period 07/05/15-07/18/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">July 2</p> <p>Pay Day</p> <p>Last Day to update End Temp Appt Date Run Project Award End Date report For 07/05/15-07/18/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">July 3</p> <p style="text-align: center;">HCS Closed State Holiday</p>	<p style="text-align: right;">July 4</p> <p>Independence Day</p>  <p>Last day of pay period 06/21/15-07/04/15</p>
<p style="text-align: right;">5</p> <p>1st Week of pay period 07/05/15-07/18/15</p>	<p style="text-align: right;">6</p> <p>Last day to Enter T&L/Funding for 06/21/15-07/04/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">7</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;">8</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 06/07/15-06/20/15 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 06/21/15-07/04/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">9</p> <p style="text-align: center;">HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">10</p> <p>For 06/21/15-07/04/15 run: Payroll Payments (KSU) Leave Accrual Report For 07/05/15-07/18/15 Begin entering T&L</p>	<p style="text-align: right;">11</p>
<p style="text-align: right;">12</p> <p>2nd Week of ppd 07/05/15-07/18/15, 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;">13</p>	<p style="text-align: right;">14</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">15</p> <p>Print time docs for pay period 07/19/15-08/01/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">16</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">17</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report For 07/19/15-08/01/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">18</p> <p>Last day of pay period 07/05/15-07/18/15</p>
<p style="text-align: right;">19</p> <p>1st Week of pay period 07/19/15-08/01/15</p>	<p style="text-align: right;">20</p> <p>Last day to Enter T&L/Funding for 07/05/15-07/18/15 Run eTime Summary Report-ACA Run Time Entry Error Report All transactions processed T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">21</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;">22</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 06/21/15-07/04/15 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 07/05/15-07/18/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">23</p> <p style="text-align: center;">HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">24</p> <p>For 07/05/15-07/18/15 run: Payroll Payments (KSU) Leave Accrual Report For 07/19/15-08/01/15: Begin entering T&L</p>	<p style="text-align: right;">25</p>
<p style="text-align: right;">Jul 26</p> <p>2nd Week of ppd 07/19/15-08/01/15, 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;">Jul 27</p>	<p style="text-align: right;">Jul 28</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">Jul 29</p> <p>Print time docs for pay period 08/02/15-08/15/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">30</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">Jul 31</p> <p style="text-align: center;">Pay Day</p> <p>Third paycheck of the month</p> <p>Run Project Award End Date report For 08/02/15-08/15/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">Aug 1</p> <p>Last day of pay period 07/19/15-08/01/15</p>