


July 2018 HRIS Schedule

- Review and update Academic Rank, Contract and Tenure data <http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html>
- Don't forget! You can update end of appointment dates in HRIS for non-benefit eligible positions. <http://www.k-state.edu/hcs/docs/AppointmentEndDate.pdf>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1st Week of pay period 07/01/18-07/14/18	2 Final day to enter T&L and Payroll Funding for 06/17/18-06/30/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	3 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.	4 HCS Closed July 4 Independence Day  Let Freedom Ring State Holiday	5 HRIS View Only Until E-mail Notification From Payroll	6 For 06/17/18-06/30/18 run: Leave Accrual Report For 07/01/18-07/14/18: Begin entering T&L	7
8 2nd Week of pay period 07/01/18-07/14/18, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	9	10 Run Pos Fund by Dept Report	11 Print time docs for pay period 07/15/18-07/28/18	12 Run End of Temporary Appointment report Update appointment end date(s) For 07/15/18-07/28/18: Final day to submit personnel transactions to HCS	13 Pay Day Run Project Award End Date Report	14 Last day of pay period 07/01/18-07/14/18
15 1 st Week of pay period 07/15/18-07/28/18	16 Final day to enter T&L and Payroll Funding for 07/01/18-07/14/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	17 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.	18 HRIS View Only Until E-mail Notification From Payroll	19 For 07/01/18-07/14/18 run: Leave Accrual Report For 07/15/18-07/28/18: Begin entering T&L	20	21
22 2nd Week of pay period 07/15/18-07/28/18	23	24 Run Pos Fund by Dept Report	25 Print time docs for pay period 07/29/18-08/11/18	26 Run End of Temporary Appointment report Update appointment end date(s) For 07/29/18-08/11/18: Final day to submit personnel transactions to HCS	27 Pay Day Run Project Award End Date Report	28 Last day of pay period 07/15/18-07/28/18
29 1 st Week of pay period 07/29/18-08/11/18	30 Final day to enter T&L and Payroll Funding for 07/15/18-07/28/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	31 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.	Aug 1 HRIS View Only Until E-mail Notification From Payroll	Aug 2 For 07/15/18-07/28/18 run: Leave Accrual Report For 07/28/18-08/11/18 Begin entering T&L	Aug 3	Aug 4