July 2019 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
June 30 1st Week of pay period 06/30/19 – 07/13/19	July 1 **Final day to enter T&L and payroll Funding for 06/16/19 - 06/29/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	2 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.**	3 *HRIS View Only Until E-mail Notification From Payroll*	HCS Closed 4 Independence Day	5	6
7 2nd Week of pay period 06/30/19 - 07/13/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	8	9 **Run Position Fund by Dept Report**	10 **Print time docs for pay period 07/14/19 - 07/27/19**	11 **Run End of Temporary Appointment report** **Update appointment end date(s)** *Final day to submit personnel transactions to HCS for 07/14/19 – 07/27/19*	**Pay Day** 12 **Run Project Award End Date Report**	13 Last day of pay period 06/30/19 - 07/13/19
14 1st Week of pay period 07/14/19 - 07/27/19	15 **Final day to enter T&L and Payroll Funding for 06/30/19 - 07/13/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	16 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.**	17 *HRIS View Only Until E-mail Notification From Payroll*	18 For 06/30/19 - 07/13/19 run: Leave Accrual Report For 07/14/19 - 07/27/19: Begin entering T&L	19	20
21 2nd Week of pay period 07/14/19 - 07/27/19	22	23 **Run Position Fund by Dept Report**	24 **Print time docs for pay period 07/28/19 - 08/10/19**	**Run End of Temporary 25 Appointment report** **Update appointment end date(s)** *Final day to submit personnel transactions to HCS for 07/28/19 – 08/10/19*	**Pay Day** 26 **Run Project Award End Date Report**	27 Last day of pay period 07/14/19 - 07/27/19
28 1st Week of pay period 07/28/19 - 08/10/19	29 **Final day to enter T&L and Payroll Funding for 07/14/19 - 07/27/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	30 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.**	31 *HRIS View Only Until E-mail Notification From Payroll*	Aug 1 For 07/14/19 - 07/27/19 run: Leave Accrual Report For 07/28/19 - 08/10/19 Begin entering T&L	Aug 2	Aug 3