


## July 2020 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 28 1st Week of pay period 06/28/20 - 07/11/20	June 29 <b>Final day to enter T&amp;L and payroll Funding for 06/14/20 - 06/27/20</b> <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	June 30 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m.</b> <b>10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m.-3:00 p.m.</b> <b>HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	1 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	2 Run Leave Accrual Report for 06/14/20 - 06/27/20  Begin Entering T&L for 06/28/20 - 07/11/20	3 <b>HCS Closed</b> Independence Day (Observed)	4 Independence Day 
5 2nd Week of pay period 06/28/20 - 07/11/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	6	7 <a href="#">Run Position Fund by Dept Report</a>	8 Print time docs for pay period 07/12/20 - 07/25/20	9 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <b>Final day to submit personnel transactions to HCS for 07/12/20 - 07/25/20</b>	10 <b>Pay Day</b> <a href="#">Run Project Award End Date Report</a>	11 Last day of pay period 06/28/20 - 07/11/20
12 1st Week of pay period 07/12/20 - 07/25/20	13 <b>Final day to enter T&amp;L and Payroll Funding for 06/28/20 - 07/11/20</b> <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	14 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m.</b> <b>10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m.-3:00 p.m.</b> <b>HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	15 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	16 Run Leave Accrual Report for 06/28/20 - 07/11/20  Begin entering T&L for 07/12/20 - 07/25/20	17	18
19 2nd Week of pay period 07/12/20 - 07/25/20	20	21 <a href="#">Run Position Fund by Dept Report</a>	22 Print time docs for pay period 07/26/20 - 08/08/20	23 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <b>Final day to submit personnel transactions to HCS for 07/26/20 - 08/08/20</b>	24 <b>Pay Day</b> <a href="#">Run Project Award End Date Report</a>	25 Last day of pay period 07/12/20 - 07/25/20
26 1st Week of pay period 07/26/20 - 08/08/20	27 <b>Final day to enter T&amp;L and Payroll Funding for 07/12/20 - 07/25/20</b> <b>T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	28 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m.</b> <b>10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m.-3:00 p.m.</b> <b>HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	29 <b>HRIS View Only</b> <b>Until E-mail Notification</b> <b>From Payroll</b>	30 Run Leave Accrual Report for 07/12/20 - 07/25/20  Begin entering T&L for 07/26/20 - 08/08/20	31	Aug 1