

July 2021 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
27 1st Week of pay period 06/27/21 - 07/10/21	28 Final day to enter T&L and payroll Funding for 06/13/21 - 06/26/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	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.	30 HRIS View Only Until E-mail Notification From Payroll	July 1 Run Leave Accrual Report for 06/13/21 - 06/26/21 Begin Entering T&L for 06/27/21 - 07/10/21	July 2	July 3
4 Independence Day 2nd Week of pay period 06/27/21 - 07/10/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	5 HCS Closed Independence Day Observed	6 Run Position Fund by Dept Report	7 Print time docs for pay period 07/11/21 - 07/24/21	8 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 07/11/21 - 07/24/21	9 Pay Day Run Project Award End Date Report	10 Last day of pay period 06/27/21 - 07/10/21
11 1st Week of pay period 07/11/21 - 07/24/21	12 Final day to enter T&L and Payroll Funding for 06/27/21 - 07/10/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	13 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.	14 HRIS View Only Until E-mail Notification From Payroll	15 Run Leave Accrual Report for 06/27/21 - 07/10/21 Begin entering T&L for 07/11/21 - 07/24/21	16	17
18 2nd Week of pay period 07/11/21 - 07/24/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	19	20 Run Position Fund by Dept Report	21 Print time docs for pay period 07/25/21 - 08/07/21	22 Run End of Temporary Appointment report Update appointment end date(s) Final day to submit personnel transactions to HCS for 07/25/21 - 08/07/21	23 Pay Day Run Project Award End Date Report	24 Last day of pay period 07/11/21 - 07/24/21
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