


July 2016 HRIS Schedule

- Review and update Academic Rank, Contract and Tenure data

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">June 26</p> <p>2nd Week of ppd 06/19/16-07/02/16, 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 27</p>	<p style="text-align: right;">June 28</p> <p>Run Pos Fund by Dept Report</p>	<p style="text-align: right;">June 29</p> <p>Print time docs for pay period 07/03/16-07/16/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">June 30</p> <p>Last Day to update End Temp Appt Date</p>	<p style="text-align: right;">July 1</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 07/03/16-07/16/16: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">July 2</p> <p>Last day of pay period 06/19/16-07/02/16</p>
<p style="text-align: right;">3</p> <p>1st Week of pay period 07/03/16-07/16/16</p>	<p style="text-align: right;">July 4</p> <p>HCS Closed Independence Day</p>  <p>Let Freedom Ring State Holiday</p>	<p style="text-align: right;">5</p> <p>Last day to enter Payroll funding for 06/19/16-07/02/16 Record late time and leave</p> <p>Run Time Entry Error Report T&L error detect/correct All transactions processed T&L Interface file due 11:30 a.m.</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">6</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 06/05/16-06/18/16 Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 06/19/16-07/02/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">7</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">8</p> <p>For 06/19/16-07/02/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 07/03/16-07/16/16 Begin entering T&L</p>	<p style="text-align: right;">9</p>
<p style="text-align: right;">10</p> <p>2nd Week of ppd 07/03/16-07/16/16, 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;">11</p>	<p style="text-align: right;">12</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">13</p> <p>Print time docs for pay period 07/17/16-07/30/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">14</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">15</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For: 07/17/16-07/30/16 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">16</p> <p>Last day of pay period 07/03/16-07/16/16</p>
<p style="text-align: right;">17</p> <p>1st Week of pay period 07/17/16-07/30/16</p>	<p style="text-align: right;">18</p> <p>Last day to Enter T&L for 07/03/16-07/16/16</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">19</p> <p>Last day to enter Payroll funding for 07/03/16-07/16/16</p> <p>Record late time and leave T&L error detect/correct</p> <p>All transactions processed Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">20</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 06/19/16-07/02/16 Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 07/03/16-07/16/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">21</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">22</p> <p>For 07/03/16-07/16/16 run: Payroll Payments (KSU)</p> <p>Leave Accrual Report</p> <p>For: 07/17/16-07/30/16 Begin entering T&L</p>	<p style="text-align: right;">23</p>
<p style="text-align: right;">24</p> <p>2nd Week of ppd 07/17/16-07/30/16, 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;">25</p>	<p style="text-align: right;">26</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">27</p> <p>Print time docs for pay period 07/31/16-08/13/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">28</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">29</p> <p>Pay Day</p> <p>Third paycheck of the month</p> <p>Run Project Award End Date report</p> <p>For: 07/31/16-08/13/16 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">30</p> <p>Last day of pay period 07/17/16-07/30/16</p>
<p style="text-align: right;">July 31</p> <p>1st Week of Pay Period 07/31/16-08/13/16</p>						