


July 2017 HRIS Schedule

- Review and update Academic Rank, Contract and Tenure data <http://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html>

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2nd Week of ppd June 25 06/18/17-07/01/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	June 26	June 27	June 28	June 29	June 30 Pay Day	July 1
		Run Pos Fund by Dept Report	Print time docs for pay period 07/02/17-07/15/17	Run End of Temporary Appointment Report Update Appointment End Date(s) For 07/02/17-07/15/17: Final day to submit personnel transactions to HCS	Run Project Award End Date Report	Last day of pay period 06/18/17-07/01/17
1 st Week of pay period 07/02/17-07/15/17	2 Final day to enter T&L and Payroll Funding for 06/18/17-07/01/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	3 HCS Closed July 4 Independence Day  Let Freedom Ring State Holiday	5 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.	6 HRIS View Only Until E-mail Notification From Payroll	7 For 06/18/17-07/01/17 run: Leave Accrual Report For 07/02/17-07/15/17: Begin entering T&L	8
2nd Week of ppd 07/02/17-07/15/17, 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	11	12	13	14
		Run Pos Fund by Dept Report	Print time docs for pay period 07/16/17-07/29/17.	Run End of Temporary Appointment Report Update Appointment End Date(s) For:07/16/17-07/29/17 Final day to submit personnel transactions to HCS	Pay Day	Run Project Award End Date Report
2nd Week of ppd 07/16/17-07/29/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	16	17 Final day to enter T&L and Payroll Funding for 07/02/17-07/15/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	18 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.	19 HRIS View Only Until E-mail Notification From Payroll	20 For 07/02/17-07/15/17 run: Leave Accrual Report For 07/16/16-07/29/17 Begin entering T&L	21
2nd Week of ppd July 23 07/16/17-07/29/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	July 24	July 25	July 26	July 27	July 28 Pay Day	July 29
		Run Pos Fund by Dept Rpt	Print time docs for pay period 07/30/17-08/12/17	Run End of Temporary Appointment Report Update Appointment End Date(s) For 07/30/17-08/12/17 Final day to submit personnel transactions to HCS	Run Project Award End Date report	Last day of pay period 07/16/17-07/29/17
1 st Week of ppd July 30 07/30/17-08/12/2017	July 31 Final day to enter T&L and Payroll Funding for 07/16/17-07/29/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed					

