



June 2019 HRIS Schedule

- Employees accruing 8 hours of vacation leave will not accrue for pay period ending 5/18/19 since it will be the third paycheck of month.
- Employees accruing 8 hours of vacation leave will not accrue for pay periods ending 6/1/19 and 6/15/19 if they have reached the 176-hour limit for FY 2019.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26 2 nd Week of pay period 05/19/19 - 06/01/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	27 HCS Closed Memorial Day 	28 Run Position Fund by Dept Report	29 Print time docs for pay period 06/02/19 - 06/15/19	30 Run End of Temporary Appointment report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 06/02/19 – 06/15/19</i>	31 <i>Pay Day</i> Run Project Award End Date Report	June 1 Last day of pay period 05/19/19 - 06/01/19
2 1 st Week of pay period 06/02/19 - 06/15/19	3 Final day to enter T&L and payroll Funding for 05/19/19 - 06/01/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	4 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.	5 HRIS View Only Until E-mail Notification From Payroll	6 For 05/19/19 - 06/01/19 run: Leave Accrual Report For 06/02/19 - 06/15/19: Begin entering T&L	7 Final day to submit retroactive funding transfer requests for FY 2019	8
9 2 nd Week of pay period 06/02/19 - 06/15/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	10	11 Run Position Fund by Dept Report	12 Print time docs for pay period 06/16/19 - 06/29/19	13 Run End of Temporary Appointment Report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 06/16/19 – 06/29/19</i>	14 <i>Pay Day</i> Run Project Award End Date Report	15 Last day of pay period 06/02/19 - 06/15/19
16 1 st Week of pay period 06/16/19 - 06/29/19 FY 2020 begins	17 Final day to enter T&L and payroll Funding for 06/02/19 - 06/15/19 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	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 06/02/19 - 06/15/19 run: Leave Accrual Report For 06/16/19 - 06/29/19: Begin entering T&L	21	22
23 2 nd Week of pay period 06/16/19 - 06/29/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	24	25 Run Position Fund by Dept Report	26 Print time docs for pay period 06/30/19 - 07/13/19	27 Run End of Temporary Appointment Report Update appointment end date(s) <i>Final day to submit personnel transactions to HCS for 06/30/19 – 07/13/19</i>	28 <i>Pay Day</i> Run Project Award End Date Report	29 Last day of pay period 06/16/19-06/29/19
30 1 st 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	July 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.	July 3 HRIS View Only Until E-mail Notification From Payroll	July 4 HCS Closed Independence Day 	July 5	July 6

