June 2020 HRIS Schedule

■ Employees accruing 8 hours of vacation leave will not accrue for pay period ending 6/13/20 if they have reached the 176-hour limit for FY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31 1st Week of pay period 05/31/20 - 06/13/20	**1** **Final day to enter T&L and payroll Funding for 05/17/20 - 05/30/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**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.**	**3** *HRIS View Only Until E-mail Notification From Payroll*	**4** Run Leave Accrual Report for 05/17/20 - 05/30/20 Begin Entering T&L for 05/31/20 -06/13/2020	**5** *Final day to submit retroactive funding transfer requests for FY 2020*	**6**
7 2nd Week of pay period 05/31/20 - 06/13/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**8**	**9** Run Position Fund by Dept Report	**10** **Print time docs for pay period** 06/14/20 - 06/27/20	**11** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 06/14/20 - 06/27/20*	**12** **Pay Day** Run Project Award End Date Report	**13** Last day of pay period 05/31/20 - 06/13/20
14 1st Week of pay period 06/14/20 - 06/27/20 **FY 2020 begins**	**15** **Final day to enter T&L and payroll Funding for 05/31/20 - 06/13/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**16** 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.**	**17** *HRIS View Only Until E-mail Notification From Payroll*	**18** Run Leave Accrual Report for 05/31/20 - 06/13/20 Begin Entering T&L for 06/14/20 - 06/27/20	**19**	**20**
21 2nd Week of pay period 06/14/20 - 06/27/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**22**	**23** Run Position Fund by Dept Report	**24** **Print time docs for pay period** 06/28/20 - 07/11/20	**25** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 06/28/20 - 07/11/20*	**26** **Pay Day** Run Project Award End Date Report	**27** Last day of pay period 06/28/20 - 07/11/20
28 1st Week of pay period 06/28/20 - 07/11/20	**29** **Final day to enter T&L and payroll Funding for 06/14/20 - 06/27/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**30** 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 1** *HRIS View Only Until E-mail Notification From Payroll*	**July 2** Run Leave Accrual Report for 06/14/20 - 06/27/20 Begin Entering T&L for 06/28/20 - 07/11/20	**July 3** **HCS Closed** Independence Day (Observed)	**July 4** Independence Day