

June 2021 HRIS Schedule

▪ **Employees accruing 8 hours of vacation leave will not accrue for pay period ending 6/12/21 if they have reached the 176-hour limit for FY 2021**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">May 30</p> <p>1st Week of pay period 05/30/21 - 06/12/21</p> <p>Final day to enter T&L and payroll Funding for 05/16/21 - 05/29/21 T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">May 31</p> <p>HCS Closed Memorial Day</p>	<p style="text-align: right;">June 1</p> <p>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.</p>	<p style="text-align: right;">2</p> <p style="text-align: center;">HRIS View Only Until E-mail Notification From Payroll</p>	<p style="text-align: right;">3</p> <p>Run Leave Accrual Report for 05/16/21 - 05/29/21</p> <p>Begin Entering T&L for 05/30/21 - 06/12/21</p>	<p style="text-align: right;">4</p> <p style="text-align: center;">Final day to submit retroactive funding transfer requests for FY 2021</p>	<p style="text-align: right;">5</p>
<p style="text-align: right;">6</p> <p>2nd Week of pay period 05/30/21 - 06/12/21, 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;">7</p>	<p style="text-align: right;">8</p> <p>Run Position Fund by Dept Report</p>	<p style="text-align: right;">9</p> <p>Print time docs for pay period 06/13/21 - 06/26/21</p>	<p style="text-align: right;">10</p> <p>Off Cycle Payroll submitted</p> <p>Run End of Temporary Appointment Report Update appointment end date(s)</p> <p>Final day to submit personnel transactions to HCS for 06/13/21 - 06/26/21</p>	<p style="text-align: right;">11</p> <p style="text-align: center;">Pay Day Run Project Award End Date Report</p>	<p style="text-align: right;">12</p> <p>Last day of pay period 05/30/21 - 06/12/21</p>
<p style="text-align: right;">13</p> <p>1st Week of pay period 06/13/21 - 06/26/21</p> <p>FY 2022 begins</p>	<p style="text-align: right;">14</p> <p>Final day to enter T&L and payroll Funding for 05/30/21 - 06/12/21 T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">15</p> <p>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.</p>	<p style="text-align: right;">16</p> <p style="text-align: center;">HRIS View Only Until E-mail Notification From Payroll</p>	<p style="text-align: right;">17</p> <p>Run Leave Accrual Report for 05/30/21 - 06/12/21</p> <p>Begin Entering T&L for 06/13/21 - 06/26/21</p>	<p style="text-align: right;">18</p>	<p style="text-align: right;">19</p>
<p style="text-align: right;">20</p> <p>2nd Week of pay period 06/13/21 - 06/26/21, 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;">21</p>	<p style="text-align: right;">22</p> <p>Run Position Fund by Dept Report</p>	<p style="text-align: right;">23</p> <p>Print time docs for pay period 06/27/21 - 07/10/21</p>	<p style="text-align: right;">24</p> <p>Off Cycle Payroll submitted</p> <p>Run End of Temporary Appointment Report Update appointment end date(s)</p> <p>Final day to submit personnel transactions to HCS for 06/27/21 - 07/10/21</p>	<p style="text-align: right;">25</p> <p style="text-align: center;">Pay Day Run Project Award End Date Report</p>	<p style="text-align: right;">26</p> <p>Last day of pay period 06/27/21 - 07/10/21</p>
<p style="text-align: right;">27</p> <p>1st Week of pay period 06/27/21 - 07/10/21</p>	<p style="text-align: right;">28</p> <p>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.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">29</p> <p>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.</p>	<p style="text-align: right;">30</p> <p style="text-align: center;">HRIS View Only Until E-mail Notification From Payroll</p>	<p style="text-align: right;">July 1</p> <p>Run Leave Accrual Report for 06/13/21 - 06/26/21</p> <p>Begin Entering T&L for 06/27/21 - 07/10/21</p>	<p style="text-align: right;">July 2</p>	<p style="text-align: right;">July 3</p>