


June 2016 HRIS Schedule

- **Unclassified employees with full fiscal year appointments do not accrue vacation leave for pay periods ending 5/22/16-06/04/16**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 29 2nd Week of ppd 05/22/16-06/04/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	May 30 HCS Closed State Holiday 	May 31 Run Pos Fund by Dept Report	June 1 Print time docs for pay period 06/05/16-06/18/16 Final day to submit Additional Pay forms for this pay period Last day to submit payroll transfers for fiscal year 2016	June 2 Last supplemental processed for fiscal year 2016 Last Day to update End Temp Appt Date	June 3 Pay Day Run Project Award End Date report For 06/05/16-06/18/16 : Final day to submit personnel transactions to HCS	June 4 End of 12-month fiscal year appointments Last day of pay period 05/22/16-06/04/16 FY 2016 Ends
5 1st Week of pay period 06/05/16-06/18/16 FY 2017 Begins 12-month appointment or reappointment	6 Enter T&L/Funding for 05/22/16-06/04/16 Run Time Entry Error Report All transactions processed T&L Interface files due 4:30p.m.	7 Last day to enter Payroll funding for 05/22/16-06/04/16 T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.	8 T&L error detect/correct Run Payroll Payments (KSU) for 05/08/16-05/21/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 05/22/16-06/04/16 Final pay calc runs after 6 p.m.	9 HRIS View Only No Personnel transactions Processed	10 For 05/22/16-06/04/16 run: Payroll Payments (KSU) Leave Accrual Report For 06/05/16-06/18/16: Begin entering T&L	11
12 2nd Week of ppd 06/05/16-06/18/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	13	14 Run Pos Fund by Dept Report	15 Print time docs for pay period 06/19/16-07/02/16 Final day to submit Additional Pay forms for this pay period	16 Last Day to update End Temp Appt Date	17 Pay Day Run Project Award End Date report For 06/19/16-07/02/16: Final day to submit personnel transactions to HCS	18 Last day of pay period 06/05/16-06/18/16
19 1st Week of pay period 06/19/16-07/02/16	20 Enter T&L/Funding for 06/05/16-06/18/16 Run Time Entry Error Report All transactions processed T&L Interface files due 4:30p.m.	21 Last day to Enter T&L/Funding for 06/05/16-06/18/16 T & L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.	22 T & L error detect/correct Run Payroll Payments (KSU) for 05/22/16-06/04/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 06/05/16-06/18/16 Final pay calc runs after 6p.m.	23 HRIS View Only No Personnel transactions Processed	24 For 06/05/16-06/18/16 run: Payroll Payments (KSU) Leave Accrual Report For 06/19/16-07/02/16: Begin entering T&L	25
June 26 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	June 27	June 28 Run Pos Fund by Dept Report	June 29 Print time docs for pay period 07/03/16-07/16/16 Final day to submit Additional Pay forms for this pay period	June 30 Last Day to update End Temp Appt Date	July 1 Pay Day Run Project Award End Date report For 07/03/16-07/16/16: Final day to submit personnel transactions to HCS	July 2 Last day of pay period 06/19/16-07/02/16