


## June 2017 HRIS Schedule

- Employees accruing 8 hours of vacation leave will not accrue for pay period ending 6/3/17 if they have reached the 176 hour limit for FY 2017.
- Employees accruing 8 hours of vacation leave will not accrue for pay period ending 06/17/17 since it will be the third paycheck of the month.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 28 2nd Week of ppd 05/21/17-06/03/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	May 29 HCS Closed State Holiday 	May 30 Run Pos Fund by Dept Report	May 31 Print time docs for pay period 06/04/17-06/17/17	June 1 Run End of Temporary Appointment Report  Update Appointment End Date(s) For: 06/04/17-06/17/17 <b>Final day to submit personnel transactions to HCS</b>	June 2 Pay Day Run Project Award End Date report	June 3 Last day of pay period 05/21/17-06/03/17
4 1st Week of pay period 06/04/17-06/17/17	5 Final day to enter T&L and Payroll Funding for 05/21/17-06/03/17  T&L Interface files due 11:30 a.m. Run Time Entry Error Report  All transactions processed	6 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.	7 HRIS View Only Until E-mail Notification From Payroll	8	9 For 05/21/17-06/03/17 run: Leave Accrual Report  For: 06/04/17-06/17/17 Begin entering T&L	10
11 2nd Week of ppd 06/04/17-06/17/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	12	13 Run Pos Fund by Dept Report	14 Print time docs for pay period 06/18/17-07/01/17	15 Run End of Temporary Appointment Report  Update Appointment End Date(s) For: 06/18/17-07/01/17 <b>Final day to submit personnel transactions to HCS</b>	16 Pay Day Run Project Award End Date report	17 Last day of pay period 06/04/17-06/17/17  End of 12-month fiscal year appointments
18 1st Week of pay period 06/18/17-07/01/17  FY 2018 Begins	19 Final day to enter T&L and Payroll Funding for 06/04/17-06/17/17  T&L Interface files due 11:30 a.m. Run Time Entry Error Report  All transactions processed	20 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.	21 HRIS View Only Until E-mail Notification From Payroll	22	23 For 06/04/17-06/17/17 run: Leave Accrual Report  For 06/18/17-07/01/17: Begin entering T&L	24
June 25 2nd Week of ppd 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 Run Pos Fund by Dept Report	June 28 Print time docs for pay period 07/02/17-07/15/17	June 29 Run End of Temporary Appointment Report  Update Appointment End Date(s) For 07/02/17-07/15/17: <b>Final day to submit personnel transactions to HCS</b>	June 30 Pay Day Run Project Award End Date report	July 1 Last day of pay period 06/18/17-07/01/17