

June 2018 HRIS Schedule

- Employees accruing 8 hours of vacation leave will not accrue for pay periods ending **5/19/18 and 6/2/18** if they have reached the 176-hour limit for FY 2018. In addition, they will not accrue for pay period ending 06/16/18 since it will be the third paycheck of the month.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 2 nd Week of pay period 05/20/18-06/02/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	28 	29 Run Pos Fund by Dept Rpt	30 Print time docs for pay period 06/03/18-06/16/18	31 Run End of Temporary Appointment report Update appointment end date(s) For 06/03/18-06/16/18: Final day to submit personnel transactions to HCS	June 1 Pay Day Run Project Award End Date Report	June 2 Last day of pay period 05/20/18-06/02/18
3 1 st Week of pay period 06/03/18-06/16/18	4 Final day to enter T&L and payroll Funding for 05/20/18-06/02/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	5 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.	6 HRIS View Only Until E-mail Notification From Payroll	7 For 05/20/18-06/02/18 run: Leave Accrual Report For 06/03/18-06/16/18: Begin entering T&L	8	9
10 2 nd Week of pay period 06/03/18-06/16/18, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	11	12 Run Position Fund by Dept Report	13 Print time docs for pay period 06/17/18-06/30/18	14 Run End of Temporary Appointment Report Update appointment end date(s) For 06/17/18-06/30/18 Final day to submit personnel transactions to HCS	15 Pay Day Run Project Award End Date Report	16 Last day of pay period 06/03/18-06/16/18
17 1 st Week of pay period 06/17/18-06/30/18 FY 2019 begins	18 Final day to enter T&L and payroll Funding for 06/03/18-06/16/18 T&L Interface files due 11:30 a.m. Run Time Entry Error Report All transactions processed	19 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.	20 HRIS View Only Until E-mail Notification From Payroll	21 For 06/03/18-06/16/18 run: Leave Accrual Report For 06/17/18-06/30/18: Begin entering T&L	22	23
24 2 nd Week of pay period 06/17/18-06/30/18, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	25	26 Run Position Fund by Dept Report	27 Print time docs for pay period 07/01/18-07/14/18	28 Run End of Temporary Appointment Report Update appointment end date(s) For 07/01/18-07/14/18 Final day to submit personnel transactions to HCS	29 Pay Day Run Project Award End Date Report	30 Last day of pay period 06/17/18-06/30/18