

## March 2015 HRIS Schedule

▪ Don't forget [daylight saving time](#) starts March 8<sup>th</sup>!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22 2nd Week of ppd 02/15/15-02/28/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	23	24 <b>Run Pos Fund by Dept Report</b>	25 Print time docs for pay period 03/01/15-03/14/15  Final day to submit Additional Pay forms for this pay period	26 <b>Last Day to update End Temp Appt Date</b>	27 <b>Pay Day</b> <b>Run Project Award End Date report</b>  For 03/01/15-03/14/15: <b>Final day to submit personnel transactions to HCS</b>	28 Last day of pay period 02/15/15-02/28/15
1 1st Week of pay period 03/01/15-03/14/15	2 <b>Last day to enter T&amp;L/Funding for 02/15/15-02/28/15</b>  Run Time Entry Error Report  All transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b>	3 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	4 T&L error detect/correct Run Payroll Payments (KSU) for 02/01/15-02/14/15 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 02/15/15-02/28/15 <b>Final pay calc runs after 6 p.m.</b>	5 <b>HRIS View Only</b> <b>No Personnel Transactions Processed</b>	6 For 02/15/15-02/28/15 run: Payroll Payments (KSU) Leave Accrual Report  For 03/01/15-03/14/15: Begin entering T&L	7
8 2nd Week of ppd 03/01/15-03/14/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	9	10 <b>Run Pos Fund by Dept Report</b>	11 Print time docs for pay period 03/15/15-03/28/15  Final day to submit Additional Pay forms for this pay period	12 <b>Last Day to update End Temp Appt Date</b>	13 <b>Pay Day</b> <b>Run Project Award End Date report</b>  For 03/15/15-03/28/15: <b>Final day to submit personnel transactions to HCS</b>	14 Last day of pay period 03/01/15-03/14/15
15 1st Week of pay period 03/15/15-03/28/15	16 <b>Last day to enter T&amp;L/Funding for 03/01/15-03/14/15</b>  Run Time Entry Error Report  All transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b>	17 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b> 	18 T&L error detect/correct Run Payroll Payments (KSU) for 02/15/15-02/28/15 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 03/01/15-03/14/15 <b>Final pay calc runs after 6 p.m.</b>	19 <b>HRIS View Only</b> <b>No Personnel Transactions Processed</b>	20 For 03/01/15-03/14/15 run: Payroll Payments (KSU) Leave Accrual Report  For 03/15/15-03/28/15: Begin entering T&L	21
22 2nd Week of ppd 03/15/15-03/28/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	23	24 <b>Run Pos Fund by Dept Report</b>	25 Print time docs for pay period 03/29/15-04/11/15  Final day to submit Additional Pay forms for this pay period	26 <b>Last Day to update End Temp Appt Date</b>	27 <b>Pay Day</b> <b>Run Project Award End Date report</b>  For 03/29/15-04/11/15: <b>Final day to submit personnel transactions to HCS</b>	28 Last day of pay period 03/15/15-03/28/15
Mar 29 1st Week of pay period 03/29/15-04/11/15	Mar 30 <b>Last day to enter T&amp;L/Funding for 03/15/15-03/28/15</b>  Run Time Entry Error Report  All transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b>	Mar 31 T&L error detect/correct  Record late time and leave  All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	Apr 1 T&L error detect/correct Run Payroll Payments (KSU) for 03/01/15-03/14/15 Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No transactions processed Run Dept Time Total Report for 03/15/15-03/28/15 <b>Final pay calc runs after 6 p.m.</b>	Apr 2 <b>HRIS View Only</b> <b>No Personnel Transactions Processed</b>	Apr 3 For 03/15/15-03/28/15 run: Payroll Payments (KSU) Leave Accrual Report  For 03/29/15-04/11/15: Begin entering T&L	Apr 4