March 2016 HRIS Schedule

- Don't forget-Daylight Savings Time begins March 13th!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28 1st Week of pay period 02/28/16-03/12/16	**Feb 29** **Enter T&L for** 02/14/16-02/27/16 Run Time & Leave Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**March 1** **Last day to enter Payroll Funding for** 02/14/16-02/27/16 T&L error detect/correct Record late time and leave All transactions processed *Preliminary pay calc runs after 6 p.m.*	**March 2** T&L error detect/correct Run Payroll Payments (KSU) for 01/31/16-02/13/16 Record late time and leave *Preliminary pay calc runs 12 noon* No transactions processed Print Dept Time total Report for 02/14/16-02/27/16 *Final pay calc runs after 6 p.m.*	**March 3** *HRIS View Only No Personnel Transactions Processed*	**March 4** For 02/14/16-02/27/16 run: Payroll Payments (KSU) Leave Accrual Report For:02/28/16-03/12/16 Begin entering T&L	**March 5**
6 2nd Week of pay period 02/28/16-03/12/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**7**	**8** **Run Pos Fund by Dept Report**	**9** **Print time docs for pay period 03/13/16-03/26/16** Final day to submit Additional Pay forms for this pay period	**10** **Last Day to update End Temp Appt Date**	**Pay Day**　**11** **Run Project Award End Date report** For 03/13/16-03/26/16: *Final day to submit personnel transactions to HCS*	**12** Last day of pay period 02/28/16-03/12/16
13 1st Week of pay period 03/13/16-03/26/16	**14** **Enter T&L for** 02/28/16-03/12/16 Run Time & Leave Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**15** **Last day to enter Payroll Funding for** 02/28/16-03/12/16 T&L error detect/correct Record late time and leave All transactions processed *Preliminary pay calc runs after 6 p.m.*	**16** T&L error detect/correct Run Payroll Payments (KSU) for 02/14/16-02/27/16 Record late time and leave *Preliminary pay calc runs 12 noon* No transactions processed Print Dept Time total Report for 02/28/16-03/12/16 *Final pay calc runs after 6 p.m.*	**17** *HRIS View Only No Personnel Transactions Processed*	**18** For 02/28/16-03/12/16 run: Payroll Payments (KSU) Leave Accrual Report For 03/13/16-03/26/16: Begin entering T&L	**19**
20 2nd Week of pay period 03/13/16-03/26/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**21**	**22** **Run Pos Fund by Dept Report**	**23** **Print time docs for pay period 03/27/16-04/09/16** Final day to submit Additional Pay forms for this pay period	**24** **Last Day to update End Temp Appt Date**	**Pay Day**　**25** **Run Project Award End Date report** For 03/27/16-04/09/16: *Final day to submit personnel transactions to HCS*	**26** **Last day of pay period 03/13/16-03/26/16**
27 1st Week of pay period 03/27/16-04/09/16	**28** **Enter T&L for** 03/13/16-03/26/16 Run Time & Leave Error Report All transactions processed **T & L Interface files due 4:30 p.m.**	**29** **Last day to enter Payroll Funding for** 03/13/16-03/26/16 T&L error detect/correct Record late time and leave All transactions processed *Preliminary pay calc runs after 6 p.m.*	**30** T&L error detect/correct Run Payroll Payments (KSU) for 02/28/16-03/12/16 Record late time and leave *Preliminary pay calc runs 12 noon* No transactions processed Print Dept Time total Report for 03/13/16-03/26/16 *Final pay calc runs after 6 p.m.*	**31** *HRIS View Only No Personnel Transactions Processed*	**April 1** For 03/13/16-03/26/16run: Payroll Payments (KSU) Leave Accrual Report For 03/27/16-04/09/16: Begin entering T&L	**April 2**