

March 2017 HRIS Schedule

- Don't forget-Daylight Saving Time begins March 12th!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>1st Week of pay period 02/26/17-03/11/17</p> <p style="text-align: right;">26</p>	<p>Last day to enter T&L for 02/12/17-02/25/17</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p> <p style="text-align: right;">27</p>	<p>Final day to Update Payroll Funding for: 02/12/17-02/25/17</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p> <p style="text-align: right;">28</p>	<p>T&L error detect/correct Record late time and leave Run Dept Time Total Report for 02/12/17-02/25/17 No transactions processed</p> <p>Final Payroll Calc Runs 12 Noon HRIS View Only After 12 Noon</p> <p style="text-align: right;">March 1</p>	<p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p> <p style="text-align: right;">March 2</p>	<p>For 02/12/17-02/25/17 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 02/26/17-03/11/17: Begin entering T&L</p> <p style="text-align: right;">March 3</p>	<p style="text-align: right;">March 4</p>
<p>2nd Week of pay period 02/26/17-03/11/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p> <p style="text-align: right;">5</p>	<p style="text-align: right;">6</p>	<p>Run Pos Fund by Dept Report</p> <p style="text-align: right;">7</p>	<p>Print time docs for pay period 03/12/17-03/25/17</p> <p>Final day to submit Additional Pay forms for this pay period</p> <p style="text-align: right;">8</p>	<p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p> <p style="text-align: right;">9</p>	<p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report For 03/12/17-03/25/17: Final day to submit personnel transactions to HCS</p> <p style="text-align: right;">10</p>	<p>Last day of pay period 02/26/17-03/11/17</p> <p style="text-align: right;">11</p>
<p>1st Week of pay period 03/12/17-03/25/17</p> <p>Daylight Saving Time Begins @ 2:00 a.m.</p> <p style="text-align: right;">12</p>	<p>Last day to enter T&L for: 02/26/17-03/11/17</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p> <p style="text-align: right;">13</p>	<p>Final day to Update Payroll Funding for 02/26/17-03/11/17</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p> <p style="text-align: right;">14</p>	<p>T&L error detect/correct Record late time and leave Run Dept Time Total Report for: 02/26/17-03/11/17 No transactions processed</p> <p>Final pay calc runs 12 Noon HRIS View Only After 12 Noon.</p> <p style="text-align: right;">15</p>	<p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p> <p style="text-align: right;">16</p>	<p>For 02/26/17-03/11/17 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 03/12/17-03/25/17: Begin entering T&L</p> <p style="text-align: right;">17</p>	<p style="text-align: right;">18</p>
<p>2nd Week of pay period 03/12/17-03/25/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p> <p style="text-align: right;">19</p>	<p style="text-align: right;">20</p>	<p>Run Pos Fund by Dept Report</p> <p style="text-align: right;">21</p>	<p>Print time docs for pay period 03/26/17-04/08/17</p> <p>Final day to submit Additional Pay forms for this pay period</p> <p style="text-align: right;">22</p>	<p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p> <p style="text-align: right;">23</p>	<p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report For 03/26/17-04/08/17: Final day to submit personnel transactions to HCS</p> <p style="text-align: right;">24</p>	<p>Last day of pay period 03/12/17-03/25/17</p> <p style="text-align: right;">25</p>
<p>1st Week of 03/26/17-04/08/17</p> <p style="text-align: right;">26</p>	<p>Last day to enter T&L for: 03/12/17-03/25/17</p> <p>Run Time & Leave Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p> <p style="text-align: right;">27</p>	<p>Final day to Update Payroll Funding for 03/12/17-03/25/17</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p> <p style="text-align: right;">28</p>	<p>T&L error detect/correct Record late time and leave Run Dept Time Total Report for 03/12/17-03/25/17 No transactions processed</p> <p>Final Payroll Calc Runs 12 Noon HRIS View Only After 12 Noon</p> <p style="text-align: right;">29</p>	<p style="text-align: center;">HRIS View Only Until E-Mail Notification From Payroll</p> <p style="text-align: right;">30</p>	<p>For 03/12/17-03/25/17 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 03/26/17-04/08/17: Begin entering T&L</p> <p style="text-align: right;">31</p>	<p style="text-align: right;">April 1</p>