

## March 2018 HRIS Schedule

- **Don't forget Daylight Saving Time Begins March 11 at 2:00 a.m.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">25</p> <p>1st Week of pay period 02/25/18-03/10/18</p>	<p style="text-align: right;">26</p> <p><b>Final day to enter T&amp;L and Payroll Funding for 02/11/18-02/24/18</b></p> <p><b>T &amp; L Interface files due 11:30 a.m.</b></p> <p><b>Run Time Entry Error Report</b></p> <p>All transactions processed</p>	<p style="text-align: right;">27</p> <p><b>T&amp;L error detection/correction</b> <b>Run Dept Time Total Report</b> Record late T &amp; L until 10:00 a.m.</p> <p><b>10:00 a.m. Preliminary Calc Runs</b></p> <p>11:00 a.m. – 3:00 p.m. HRIS Reopens ONLY for T &amp; L corrections</p> <p>3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m</b></p>	<p style="text-align: right;">28</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>Until E-Mail Notification</b> <b>From Payroll</b></p>	<p style="text-align: right;">March 1</p> <p>For 02/11/18-02/24/18 run: Leave Accrual Report</p> <p>For 02/25/18-03/10/18: Begin entering T&amp;L</p>	<p style="text-align: right;">March 2</p> <p><b>Run Project Award End Date report</b></p>	<p style="text-align: right;">March 3</p>
<p style="text-align: right;">4</p> <p>2nd Week of ppd 02/25/18-03/10/18 week to: Enter T&amp;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><b>Run Pos Fund by Dept Report</b></p>	<p style="text-align: right;">7</p> <p><b>Print time docs for pay period 03/11/18-03/24/18</b></p>	<p style="text-align: right;">8</p> <p><b>Run End of Temporary Appointment Report</b> <b>Update appointment end date(s)</b> For: 03/11/18-03/24/18 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">9</p> <p style="text-align: center;"><b>Pay Day</b></p>	<p style="text-align: right;">10</p> <p><b>Last day of pay period 02/25/18-03/10/18</b></p>
<p style="text-align: right;">11</p> <p><b>Daylight Saving Time Begins At 2:00 a.m.</b></p> <p>1st Week of pay period 03/11/18-03/24/18</p>	<p style="text-align: right;">12</p> <p><b>Final day to enter T&amp;L and Payroll Funding for 02/25/18-03/10/18</b></p> <p><b>T &amp; L Interface files due 11:30 a.m.</b></p> <p><b>Run Time Entry Error Report</b></p> <p>All transactions processed</p>	<p style="text-align: right;">13</p> <p><b>T&amp;L error detection/correction</b> <b>Run Dept Time Total Report</b> Record late T &amp; L until 10:00 a.m.</p> <p><b>10:00 a.m. Preliminary Calc Runs</b></p> <p>11:00 a.m. – 3:00 p.m. HRIS Reopens ONLY for T &amp; L corrections</p> <p>3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m</b></p>	<p style="text-align: right;">14</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>Until E-Mail Notification</b> <b>From Payroll</b></p>	<p style="text-align: right;">15</p> <p>For run: 02/25/18-03/10/18 Leave Accrual Report</p> <p>For 03/11/18-03/24/18: Begin entering T&amp;L</p>	<p style="text-align: right;">16</p> <p><b>Run Project Award End Date report</b></p>	<p style="text-align: right;">17</p>
<p style="text-align: right;">18</p> <p>2nd Week of ppd, 03/11/18-03/24/18 week to: Enter T&amp;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><b>Run Pos Fund by Dept Report</b></p>	<p style="text-align: right;">21</p> <p><b>Print time docs for pay period 03/25/18-04/07/18</b></p>	<p style="text-align: right;">22</p> <p><b>Run End of Temporary Appointment Report</b> <b>Update appointment end date(s)</b> For <b>03/25/18-04/07/18</b> Final day to submit personnel Transactions to HCS</p>	<p style="text-align: right;">23</p> <p style="text-align: center;"><b>Pay Day</b></p>	<p style="text-align: right;">24</p> <p><b>Last day of pay period 03/11/18-03/24/18</b></p>
<p style="text-align: right;">25</p> <p>1st Week of pay period 03/25/18-04/07/18</p>	<p style="text-align: right;">26</p> <p><b>Final day to enter T&amp;L and Payroll Funding for 03/11/18-03/24/18</b></p> <p><b>T &amp; L Interface files due 11:30 a.m.</b></p> <p><b>Run Time Entry Error Report</b></p> <p>All transactions processed</p>	<p style="text-align: right;">27</p> <p><b>T&amp;L error detection/correction</b> <b>Run Dept Time Total Report</b> Record late T &amp; L until 10:00 a.m.</p> <p><b>10:00 a.m. Preliminary Calc Runs</b></p> <p>11:00 a.m. – 3:00 p.m. HRIS Reopens ONLY for T &amp; L corrections</p> <p>3:00 p.m. Final Pay Calc Runs <b>HRIS VIEW ONLY AFTER 3 p.m</b></p>	<p style="text-align: right;">28</p> <p style="text-align: center;"><b>HRIS View Only</b> <b>Until E-Mail Notification</b> <b>From Payroll</b></p>	<p style="text-align: right;">29</p> <p>For 03/11/18-03/24/18 run: Leave Accrual Report</p> <p>For 03/25-04/07/18: Begin entering T&amp;L</p>	<p style="text-align: right;">30</p> <p><b>Run Project Award End Date report</b></p>	<p style="text-align: right;">31</p>