March 2021 HRIS Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28 2nd Week of pay period 02/21/21 - 03/06/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**March 1**	**March 2** Run Position Fund by Dept Report	**March 3** **Print time docs for pay period** 03/07/21 - 03/20/21	**March 4** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel Transactions to HCS for 03/07/21 - 03/20/21*	**March 5** **Pay Day** Run Project Award End Date report	**March 6** Last day of pay period 02/21/21 - 03/06/21
7 1st Week of pay period 03/07/21 - 03/20/21	**8** **Final day to enter T&L and Payroll Funding for 02/21/21 - 03/06/21 T & L Interface files due 11:30 a.m.** Run Time Entry Error Report	**9** 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.**	**10** *HRIS View Only Until E-mail Notification From Payroll*	**11** Run Leave Accrual Report for 02/21/21 - 03/06/21 Begin Entering T&L for 03/07/21 - 03/20/21	**12**	**13**
14 *Daylight Savings Time begins @ 2:00am* 2nd Week of pay period 03/07/21 - 03/20/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**15**	**16** Run Position Fund by Dept Report	**17** **Print time docs for pay period** 03/21/21 - 04/03/21	**18** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 03/21/21 - 04/03/21*	**19** **Pay Day** Run Project Award End Date report	**20** Last day of pay period 03/07/21 - 03/20/21
21 1st Week of pay period 03/21/21 - 04/03/21	**22** **Final day to enter T&L and Payroll Funding for 03/07/21 - 03/20/21 T & L Interface files due 11:30 a.m.** Run Time Entry Error Report	**23** 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.**	**24** *HRIS View Only Until E-mail Notification From Payroll*	**25** Run Leave Accrual Report for 03/07/21 - 03/20/21 Begin Entering T&L for 03/21/21 - 04/03/21	**26**	**27**
28 2nd Week of pay period 03/21/21 - 04/03/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**29**	**30** Run Position Fund by Dept Report	**31** **Print time docs for pay period** 04/04/21 - 04/17/21	**April 1** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 04/04/21 - 04/17/21*	**April 2** **Pay Day** Run Project Award End Date report	**April 3** Last day of pay period 03/21/21 - 04/03/21