May 2018 HRIS Schedule

- Graduating hourly students, and those hourly students who won't be returning in the fall, may continue on the payroll until the start of the fall semester.
- Employment dates http://www.k-state.edu/hcs/tools/hcs-liaisons/resources/important-dates.html

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 2nd Week of Pay period 04/22/18-05/05/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**30**	**May 1** Run Pos Fund by Dept Report	**May 2** Print time docs for pay period 05/06/18-05/19/18	**May 3** **Run End of Temporary Appointment report** **Update appointment end date(s)** For **05/06/18-05/19/18**: *Final day to submit personnel transactions to HCS*	*Pay Day* **May 4** **Run Project Award End Date Report**	**May 5** Last day of pay period 04/22/18-05/05/18
6 1st Week of pay period 05/06/18-05/19/18	**7** **Final day to enter T&L and payroll Funding for 04/22/18-05/05/18 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**8** **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.*	**9** *HRIS View Only Until E-mail Notification From Payroll*	**10** For **04/22/18-05/05/18** run: **Leave Accrual Report** For **05/06/18-05/19/18** **Begin Entering T&L**	**11**	**12**
13 2nd Week of pay period 05/06/18-05/19/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**14**	**15** Run Pos Fund by Dept Rpt	**16** Print time docs for pay period 05/20/18-06/02/18	**17** **Run End of Temporary Appointment report** **Update appointment end date(s)** For **05/20/18-06/02/18**: *Final day to submit personnel transactions to HCS*	*Pay Day* **18** **Run Project Award End Date Report**	**19** Last day of pay period 05/06/18-05/19/18
20 1st Week of pay period 05/20/18-06/02/18	**21** **Final day to enter T&L and payroll Funding for 05/06/18-05/19/18 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**22** **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.*	**23** *HRIS View Only Until E-mail Notification From Payroll*	**24** For **05/06/18-05/19/18** run: **Leave Accrual Report** For **05/20/18-06/02/18** **Begin Entering T&L**	**25**	**26**
27 2nd Week of pay period 05/20/18-06/02/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**28** Memorial Day ©wondercliparts.com	**29** Run Pos Fund by Dept Rpt	**30** Print time docs for pay period 06/03/18-06/16/18	**31** **Run End of Temporary Appointment report** **Update appointment end date(s)** For **06/03/18-06/16/18**: *Final day to submit personnel transactions to HCS*	*Pay Day* **June 1** **Run Project Award End Date Report**	**June 2** Last day of pay period 05/20/18-06/02/18