May 2019 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 https://www.k-state.edu/hcs/tools/hcs-liaisons/resources/important-dates.html

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28 2nd Week of Pay period 04/21/19 - 05/04/19 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	May 1 **Print time docs for pay period 05/05/19 - 05/18/19**	May 2 **Run End of Temporary Appointment report** Update appointment end date(s) For **05/05/19 - 05/18/19**: *Final day to submit personnel transactions to HCS*	***Pay Day*** May 3 Run Project Award End Date report	May 4 Last Day of pay period 04/21/19 – 05/04/19
5 1st Week of pay period 05/05/19 - 05/18/19	**6** **Final day to enter T&L and payroll Funding for 04/21/19 - 05/04/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**7** **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.***	**8** ***HRIS View Only Until E-mail Notification From Payroll***	**9** For **04/21/19 - 05/04/19** run: **Leave Accrual Report** For **05/05/19 - 05/18/19** **Begin Entering T&L**	**10**	**11**
12 2nd Week of pay period 05/05/19 - 05/18/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**13**	**14** Run Position Fund by Dept Report	**15** **Print time docs for pay period** 05/19/19 - 06/01/19	**16** **Run End of Temporary Appointment report** Update appointment end date(s) For **05/19/19 - 06/01/19**: *Final day to submit personnel transactions to HCS*	***Pay Day*** **17** Run Project Award End Date report	**18** Last day of pay period 05/05/19 – 05/18/19
19 1st Week of pay period 05/19/19 - 06/01/19	**20** **Final day to enter T&L and payroll Funding for 05/05/19 - 05/18/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**21** **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.***	**22** ***HRIS View Only Until E-mail Notification From Payroll***	**23** For **05/05/19 - 05/18/19** run: **Leave Accrual Report** For **05/19/19 - 06/01/19** **Begin Entering T&L**	**24**	**25**
26 2nd Week of pay period 05/19/19 - 06/01/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**27** **HCS CLOSED** Memorial Day 	**28** Run Position Fund by Dept Report	**29** **Print time docs for pay period 06/02/19 - 06/15/19**	**30** **Run End of Temporary Appointment report** Update appointment end date(s) For **06/02/19 - 06/15/19**: *Final day to submit personnel transactions to HCS*	***Pay Day*** **31** Run Project Award End Date report	June 1 Last day of pay period 05/19/19 - 06/01/19