


May 2020 HRIS Schedule

For a list of employment dates for hourly and graduate students, refer to Employment Dates on the HCS web page. <https://www.k-state.edu/hcs/tools/hcs-liasons/resources/important-dates.html>

• Employees accruing 8 hours of vacation leave will not accrue for pay period ending 05/16/20 since it will be the third paycheck of month

• Employees accruing 8 hours of vacation leave will not accrue for pay period ending 05/30/20 if they have reached the 176-hour limit for FY 2020

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