May 2021 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-liaisons/resources/important-dates.html
- Employees accruing 8 hours of vacation leave will not accrue for pay period ending 05/29/21 if they have reached the 176-hour limit for FY 2021

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