


## May 2015 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.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>1st Week of pay period 04/26/15-05/09/15</p> <p style="text-align: right;">Apr 26</p>	<p><b>Last day to enter T&amp;L/Funding for 04/12/15-04/25/15</b></p> <p>Run Time Entry Error Report All transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b></p> <p style="text-align: right;">Apr 27</p>	<p>T&amp;L error detect/correct</p> <p>Record late time and leave</p> <p>All transactions processed</p> <p><b>Preliminary pay calc runs after 6 p.m.</b></p> <p style="text-align: right;">Apr 28</p>	<p>T&amp;L error detect/correct</p> <p>Run Payroll Payments (KSU) for 03/29/15-04/11/15</p> <p><b>Preliminary pay calc runs 12 noon</b></p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 04/12/15-04/25/15</p> <p><b>Final pay calc runs after 6 p.m.</b></p> <p style="text-align: right;">Apr 29</p>	<p style="text-align: right;">Apr 30</p> <p style="text-align: center;"><b>HRIS View Only No Personnel transactions Processed</b></p>	<p>For 04/12/15-04/25/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 04/26/15-05/09/15: Begin entering T&amp;L</p> <p style="text-align: right;">May 1</p>	<p style="text-align: right;">May 2</p>
<p>2nd Week of ppd 04/26/15-05/09/15, week to: Enter T&amp;L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p> <p style="text-align: right;">3</p>	<p style="text-align: right;">4</p>	<p><b>Run Pos Fund by Dept Report</b></p> <p style="text-align: right;">5</p>	<p><b>Print time docs for pay period 05/10/15-05/23/15</b></p> <p>Final day to submit Additional Pay forms for this pay period</p> <p style="text-align: right;">6</p>	<p><b>Last Day to update End Temp Appt Date</b></p> <p style="text-align: right;">7</p>	<p><b>Pay Day</b></p> <p><b>Run Project Award End Date report</b></p> <p>For 05/10/15-05/23/15: <b>Final day to submit personnel transactions to HCS</b></p> <p style="text-align: right;">8</p>	<p>Last day of pay period 04/26/15-05/09/15</p> <p style="text-align: right;">9</p>
<p>1st Week of pay period 05/10/15-05/23/15</p> <p style="text-align: right;">10</p>	<p><b>Last day to enter T&amp;L/Funding for 04/26/15-05/09/15</b></p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p><b>T &amp; L Interface files due 4:30 p.m.</b></p> <p style="text-align: right;">11</p>	<p>T&amp;L error detect/correct</p> <p>Record late time and leave</p> <p>All transactions processed</p> <p><b>Preliminary pay calc run after 6 p.m.</b></p> <p style="text-align: right;">12</p>	<p>T&amp;L error detect/correct</p> <p>Run Payroll Payments (KSU) for 04/12/15-04/25/15</p> <p><b>Preliminary pay calc runs 12 noon</b></p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 04/26/15-05/09/15</p> <p><b>Final pay calc runs after 6 p.m.</b></p> <p style="text-align: right;">13</p>	<p style="text-align: right;">14</p> <p style="text-align: center;"><b>HRIS View Only No Personnel Transactions Processed</b></p>	<p>For 04/26/15-05/09/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 05/10/15-05/23/15: Begin entering T&amp;L</p> <p style="text-align: right;">15</p>	<p style="text-align: right;">16</p>
<p>2nd Week of ppd 05/10/15-05/23/15, week to: Enter T&amp;L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p> <p style="text-align: right;">17</p>	<p style="text-align: right;">18</p>	<p><b>Run Pos Fund by Dept Report</b></p> <p style="text-align: right;">19</p>	<p><b>Print time docs for pay period 05/24/15-06/06/15</b></p> <p>Final day to submit Additional Pay forms for this pay period</p> <p style="text-align: right;">20</p>	<p><b>Last Day to update End Temp Appt Date</b></p> <p style="text-align: right;">21</p>	<p><b>Pay Day</b></p> <p><b>Run Project Award End Date report</b></p> <p>For 05/24/15-06/06/15: <b>Final day to submit personnel transactions to HCS</b></p> <p style="text-align: right;">22</p>	<p>Last day of pay period 05/10/15-05/23/15</p> <p style="text-align: center;"><b>End of 9-Month Appointments</b></p> <p style="text-align: right;">23</p>
<p>1st Week of pay period 05/24/15-06/06/15</p> <p><b>Summer School, Summer Appointments or LWOP begins for 9-Month Employees</b></p> <p style="text-align: right;">24</p>	<p style="text-align: center;"><b>HR Closed</b> <b>State Holiday</b>  25</p>	<p><b>Last day to enter T&amp;L/Funding for 05/10/15-05/23/15</b></p> <p>Run Time Entry Error Report T&amp;L error detect/correct Record late time and leave All transactions processed <b>T &amp; L Interface files due 11:30 a.m.</b> <b>Preliminary pay calc runs after 6 p.m.</b></p> <p style="text-align: right;">26</p>	<p>T&amp;L error detect/correct</p> <p>Run Payroll Payments (KSU) for 04/26/15-05/09/15</p> <p><b>Preliminary pay calc runs 12 noon</b></p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 05/10/15-05/23/15</p> <p><b>Final pay calc runs after 6 p.m.</b></p> <p style="text-align: right;">27</p>	<p style="text-align: right;">28</p> <p style="text-align: center;"><b>HRIS View Only No Personnel transactions Processed</b></p>	<p>For 05/10/15-05/23/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 05/24/15-06/06/15: Begin entering T&amp;L</p> <p style="text-align: right;">29</p>	<p style="text-align: right;">30</p>
<p>2nd Week of ppd 05/24/15-06/06/15, week to: Enter T&amp;L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p> <p style="text-align: right;">May 31</p>	<p style="text-align: right;">June 1</p>	<p><b>Run Pos Fund by Dept Report</b></p> <p style="text-align: right;">June 2</p>	<p><b>Print time docs for pay period 06/07/15-06/20/15</b></p> <p>Final day to submit Additional Pay forms for this pay period</p> <p><b>Last day to submit payroll transfers for fiscal year 2015</b></p> <p style="text-align: right;">June 3</p>	<p><b>Last supplemental processed for fiscal year 2015</b></p> <p><b>Last Day to update End Temp Appt Date</b></p> <p style="text-align: right;">June 4</p>	<p><b>Pay Day</b></p> <p><b>Run Project Award End Date report</b></p> <p>For 06/07/15-06/20/15: <b>Final day to submit personnel transactions to HCS</b></p> <p style="text-align: right;">June 5</p>	<p><b>End of 12-month fiscal year appointments</b></p> <p>Last day of pay period 05/24/15-06/06/15</p> <p style="text-align: center;"><b>FY 2015 Ends</b></p> <p style="text-align: right;">June 6</p>