


May 2016 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
1 2nd Week of ppd 04/24/16-05/07/16, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	2	3 Run Pos Fund by Dept Report	4 Print time docs for pay period 05/08/16-05/21/16 Final day to submit Additional Pay forms for this pay period	5 Last Day to update End Temp Appt Date	6 Pay Day Run Project Award End Date report For 05/08/16-05/21/16: Final day to submit personnel transactions to HCS	7 Last day of pay period 04/24/16-05/07/16
8 1st Week of pay period 05/08/16-05/21/16	9 Enter Time & Leave for 04/24/16-05/07/16 Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.	10 Last day to enter Payroll Funding for 04/24/16-05/07/16 T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc run after 6 p.m.	11 T&L error detect/correct Run Payroll Payments (KSU) for 04/10/16-04/23/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 04/24/16- 05/07/16 Final pay calc runs after 6 p.m.	12 HRIS View Only No Personnel Transactions Processed	13 For 04/24/16-05/07/16 run: Payroll Payments (KSU) Leave Accrual Report For 05/08/16-05/21/16: Begin entering T&L	14
15 2nd Week of ppd 05/08/16-05/21/16, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	16	17 Run Pos Fund by Dept Report	18 Print time docs for pay period 05/22/16-06/04/16 Final day to submit Additional Pay forms for this pay period	19 Last Day to update End Temp Appt Date	20 Pay Day Run Project Award End Date report For 05/22/16-06/04/16: Final day to submit personnel transactions to HCS	21 Last day of pay period 05/08/16-05/21/16 End of 9-Month Appointments
22 1st Week of pay period 05/22/16-06/04/16 Summer School, Summer Appointments or LWOP begins for 9- Month Employees	23 Enter Time & Leave for 05/08/16-05/21/16 Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.	24 Last day to enter T&L/Funding for 05/08/16-05/21/16 T&L error detect/correct Record late time and leave All transactions processed Preliminary pay calc runs after 6 p.m.	25 T&L error detect/correct Run Payroll Payments (KSU) for 04/24/16-05/07/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 05/08/16-05/21/16 Final pay calc runs after 6 p.m.	26 HRIS View Only No Personnel transactions Processed	27 For 05/08/16-05/21/16 run: Payroll Payments (KSU) Leave Accrual Report For 05/22/16-06/04/16: Begin entering T&L	28
May 29 2nd Week of ppd 05/22/16-06/04/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	May 30 HCS Closed State Holiday  memorial DAY	May 31 Run Pos Fund by Dept Report	June 1 Print time docs for pay period 06/05/16-06/18/16 Final day to submit Additional Pay forms for this pay period Last day to submit payroll transfers for fiscal year 2016	June 2 Last supplemental processed for fiscal year 2016 Last Day to update End Temp Appt Date	June 3 Pay Day Run Project Award End Date report For 06/05/16-06/18/16 Final day to submit personnel transactions to HCS	June 4 End of 12-month fiscal year appointments Last day of pay period 05/22/16-06/04/16 FY 2016 Ends