

Notice Payroll Schedule Changes

May 2017 HRIS Schedule (Revised)

- 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>April 30</p> <p>2nd Week of ppd 04/23/17-05/06/17, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p> | <p>May 1</p> | <p>May 2</p> <p>Run Pos Fund by Dept Report</p> | <p>May 3</p> <p>Print time docs for pay period 05/07/17-05/20/17</p> | <p>May 4</p> <p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p> | <p>May 5</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 05/07/17-05/20/17:</p> <p><i>Final day to submit personnel transactions to HCS</i></p> | <p>May 6</p> <p>Last day of pay period 04/23/17-05/06/17</p> <p>Last day to enter T&L for: 04/23/17-05/06/17</p> <p>Run Time Entry Error Report</p> |
| <p>7</p> <p>1st Week of pay period 05/07/17-05/20/17</p> <p>Final day to Update Payroll Funding for 04/23/17-05/06/17</p> <p>T&L error detect/correct Record late time and leave T & L Interface files due 4:30 p.m. Preliminary pay calc run after 6 p.m.</p> | <p>8</p> <p>T&L error detect/correct Record late time & leave Run Dept Time Total Report for 04/23/17-05/06/17 No transactions processed</p> <p><i>Final Payroll Calc runs 12 Noon HRIS View Only After 12 Noon</i></p> | <p>9</p> <p>HRIS View Only Until E-Mail Notification From Payroll</p> | <p>10</p> <p>For 04/23/17-05/06/17 run: Leave Accrual Report</p> <p>For 05/07/17-05/20/17: Begin entering T&L</p> | <p>11</p> | <p>12</p> <p>SHARP Upgrade 5/12-5/15/2017</p> | <p>13</p> |
| <p>14</p> <p>2nd Week of ppd 05/07/17-05/20/17, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p> | <p>15</p> | <p>16</p> <p>Run Pos Fund by Dept Report</p> | <p>17</p> <p>Print time docs for pay period 05/21/17-06/03/17</p> | <p>18</p> <p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p> | <p>19</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 05/21/17-06/03/17: <i>Final day to submit personnel transactions to HCS</i></p> | <p>20</p> <p>Last day of pay period 05/07/17-05/20/17</p> <p>End of 9-Month Appointments</p> |
| <p>21</p> <p>1st Week of pay period 05/21/17-06/03/17</p> <p>Summer School, Summer Appointments or LWOP begins for 9-Month Employees</p> | <p>22</p> <p>Final day to enter T&L and Payroll Funding for 05/07/17-05/20/17</p> <p>T & L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> | <p>23</p> <p>T&L error detection/correction Run Dept Time Total Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary Calc Runs</p> <p>11:00 a.m. – 3:00 p.m. HRIS Reopens ONLY for T & L corrections</p> <p>3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3:00 p.m.</p> | <p>24</p> <p>HRIS View Only Until E-Mail Notification From Payroll</p> | <p>25</p> | <p>26</p> <p>For 05/07/17-05/20/17 run: Leave Accrual Report</p> <p>For 05/21/17-06/03/17: Begin entering T&L</p> | <p>27</p> |
| <p>May 28</p> <p>2nd Week of ppd 05/21/17-06/03/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week</p> | <p>May 29</p> <p>HCS Closed State Holiday memorial DAY</p> | <p>May 30</p> <p>Run Pos Fund by Dept Report</p> | <p>May 31</p> <p>Print time docs for pay period 06/04/17-06/17/17</p> | <p>June 1</p> <p>Run End of Temporary Appointment Report</p> <p>Update Appointment End Date(s)</p> | <p>June 2</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>For 06/04/17-06/17/17 <i>Final day to submit personnel transactions to HCS</i></p> | <p>June 3</p> <p>End of 12-month fiscal year appointments</p> <p>Last day of pay period 05/21/17-06/03/17</p> |