# November 2015 HRIS Schedule

- Don't forget, we have a shortened pay cycle due to Thanksgiving!
- USS annual performance reviews are due between November 1 and January 31

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| **1**<br>2nd Week of ppd 10/25/15-11/07/15, week to:<br>Enter T&L/Funding<br>View longevity bonuses<br>Enter on line address/phone updates<br>Transactions processed for all pay periods this week | **2** | **3**<br>Run Position Fund by Dept Report | **4**<br>Print time docs for pay period 11/08/15-11/21/15<br><br>Final day to submit Additional Pay forms for this pay period | **5**<br>Run End of Temporary Appointment Report<br><br>Update appointment end date(s) | *Pay Day* **6**<br>Run Project Award End Date report<br><br>For 10/25/15-11/07/15:<br>*Final day to submit personnel transactions to HCS* | **7**<br>Last day of pay period 10/25/15-11/07/15 |
| **8**<br>1st Week of pay period 11/08/15-11/21/15 | **9**<br>Last day to enter T&L/Funding for 10/25/15-11/07/15<br>Run eTime Summary Report-ACA<br><br>Run Time Entry Error Report<br><br>All transactions processed<br><br>T & L Interface files due 4:30 p.m. | **10**<br>Final Day to Update payroll Funding 10/25/15-11/07/15<br>T&L error detect/correct<br>Record late time and leave<br>All transactions processed<br>Run Compensation Rate Review Report<br>*Preliminary pay calc runs after 6 p.m.* | *Veterans Day* **11**<br>T&L error detect/correct<br>Run Payroll Payments (KSU) for 10/11/15-10/24/15<br>*Preliminary pay calc runs 12 noon*<br>No transactions processed<br>Run Dept Time Total Report for 10/25/15-11/07/15<br>*Final pay calc runs after 6 p.m.* | **12**<br>*HRIS View Only*<br>*No Personnel transactions Processed* | **13**<br>For 10/25/15-11/07/15 run:<br>Payroll Payments (KSU)<br>Leave Accrual Report<br><br>For 11/08/15-11/21/15:<br>Begin entering T&L | **14** |
| **15**<br>2nd Week of ppd 11/08/15-11/21/15, week to:<br>Enter T&L/Funding<br>View longevity bonuses<br>Enter on line address/phone updates<br><br>Transactions processed for all pay periods this week | **16** | **17**<br>Run Position Fund by Dept Report | **18**<br>Print time docs for pay period 11/22/15-12/05/15<br><br>Final day to submit Additional Pay forms for this pay period | **19**<br>Run End of Temporary Appointment Report<br><br>Update appointment end date(s) | *Pay Day* **20**<br>Last day to enter T&L/Funding for 11/08/15-11/21/15<br><br>Run Project Award End Date report<br>For 11/08/15-11/21/15:<br>*Final day to submit personnel transactions to HCS* | **21**<br>eTime Entry and Approval Deadline for 11/8/15-11/21/15.<br><br>Last day of pay period 11/08/15-11/21/15 |
| **22**<br>1st Week of pay period 11/22/15-12/05/15<br>Run eTime Summary Report-ACA<br>Run Payroll Payments (KSU)<br>For 10/25/15-11/07/15<br>Run Position Fund by Dept Report<br>Run Compensation Rate Review Report<br>T & L Interface files due at 11:30AM<br>Run Time Entry Error Report<br>*Preliminary pay calc runs after 6 p.m* | **23**<br>Run Dept Time Total Report for 11/08/15-11/21/15<br>Run Time Entry Error Report<br>T&L error detect/correct<br>Run Position Fund by Dept Report<br>*Preliminary pay calc runs 12 noon*<br><br>*Final pay calc runs after 6 p.m.* | **24**<br>*HRIS View Only*<br>*No Personnel transactions Processed* | **25**<br>For 11/08/15-11/21/15 run:<br>Payroll Payments (KSU)<br>Leave Accrual Report<br><br>For 11/22/15-12/05/15:<br>Begin entering T&L | **26**<br><br>*Happy Thanksgiving Day!* | **27**<br>*State Holiday* | **28** |
| 2nd Week ppd 11/22/15-12/05/15 **29**<br>week to: Enter T&L/Funding<br>View longevity bonuses<br>Enter on line address/phone updates<br>Transactions processed for all pay periods this week | **30** | **Dec 1** | **Dec 2**<br>Print time docs for pay period 12/06/15 to 12/29/15<br><br>Final day to submit Additional Pay forms for this pay period | **Dec 3**<br>Run End of Temporary Appointment Report<br><br>Update appointment end date(s) | *Pay Day* **Dec 4**<br>Run Project Award End Date report<br>For 11/22/15-12/05/15<br>*Final day to submit personnel transactions to HCS* | **Dec 5**<br>Last day of pay period 11/22/15-12/05/15 |