

November 2016 HRIS Schedule

- Don't forget, we have a shortened pay cycle due to Veterans Day and Thanksgiving!
- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2016 discretionary day must be used by 12/31/2016. The 2017 discretionary day will be available 1/1/2017.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>30</p> <p>2nd Week of Pay period 10/23/16-11/05/16</p>	<p>31</p> <p style="text-align: center;"> Happy Halloween</p>	<p>Nov 1</p> <p>Run Position Fund by Dept Report</p>	<p>Nov 2</p> <p>Print time docs for pay period 11/06/16-11/19/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p>Nov 3</p> <p>Run End of Temporary Appointment Report</p> <p>Update appointment end date(s)</p>	<p>Nov 4</p> <p>Pay Day</p> <p>Run Project Award End Date report</p> <p>11/06/16-11/19/16: Final day to submit personnel transactions to HCS</p>	<p>Nov 5</p>
<p>6</p> <p>1st Week of pay period 11/06/16-11/19/16</p> <p>Last day to enter T&L for 10/23/16-11/05/16</p> <p>Run Time Entry Error Report</p>	<p>7</p> <p>Final Day to Update Payroll Funding 10/23/16-11/05/16</p> <p>T&L error detect/correct Record late time and leave All transactions processed T & L Interface files due 11:30a.m.</p> <p>Run Time Entry Error Report</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>8</p> <p>T&L error detect/correct Record late time and leave Run Payroll Payments (KSU) for 10/09/1 -10/22/16 Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 10/23/16-11/05/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p>9</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>10</p>	<p>11</p> <p>Veterans Day </p> <p>For 10/23/16-11/05/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 11/06/16-11/19/16: Begin entering T&L</p>	<p>12</p>
<p>13</p> <p>2nd Week of ppd 11/06/16-11/19/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p> <p>Transactions processed for all pay periods this week</p>	<p>14</p>	<p>15</p> <p>Run Position Fund by Dept Report</p>	<p>16</p> <p>Print time docs for pay period 11/20/16-12/03/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p>17</p> <p>Run End of Temporary Appointment Report</p> <p>Update appointment end date(s)</p>	<p>18</p> <p>Pay Day</p> <p>Last day to enter T&L for 11/06/16-11/19/16</p> <p>Run Project Award End Date report For 11/20/16-12/03/16 Final day to submit personnel transactions to HCS</p>	<p>19</p> <p>Last day of pay period 11/06/16-11/19/16</p>
<p>20</p> <p>1st Week of pay period 11/20/16-12/03/16</p> <p>Final Day to Update Payroll Funding 11/06/16-11/19/16</p> <p>T&L error detect/correct Record late time and leave All transactions processed T & L Interface files due at 11:30AM</p> <p>Run Time Entry Error Report</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>21</p> <p>T & L error detect/correct 11/06/16-11/19/16</p> <p>Run Payroll Payments (KSU) for 10/23/16-11/05/16</p> <p>T&L error detect/correct Record late time and leave Preliminary pay calc runs 12 noon No transactions processed Run Dept Time Total Report for 11/06/16-11/19/16 Final pay calc runs after 6 p.m.</p>	<p>22</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>23</p> <p>For 11/06/16-11/19/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 11/20/16-12/03/16: Begin entering T&L</p>	<p>24</p> <p style="text-align: center;"> Happy Thanksgiving Day!</p>	<p>25</p> <p>State Holiday</p>	<p>26</p>
<p>27</p> <p>2nd Week of ppd 11/20/16-12/03/16, 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>28</p>	<p>29</p> <p>Run Position Fund by Dept Report</p>	<p>30</p> <p>Print time docs for pay period 12/04/16-12/17/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p>Dec 1</p> <p>Run End of Temporary Appointment Report</p> <p>Update appointment end date(s)</p>	<p>Dec 2</p> <p>Pay Day</p> <p>Run Project Award End Date report For 12/04/16-12/17/16: Final day to submit personnel transactions to HCS</p>	<p>Dec 3</p> <p>Last day of pay period 11/20/16-12/03/16</p>