



November 2017 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2017 discretionary day must be used by 12/30/2017. The 2018 discretionary day will be available 12/31/2017.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 2 nd Week of Pay period 10/22/17-11/04/17 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	30	31 Run Pos Fund by Dept Report 	Nov 1 Print time docs for pay period 11/05/17-11/18/17 Final day to submit Additional Pay forms for this pay period	Nov 2 Run End of Temporary Appointment report Update appointment end date(s) For 11/05/17-11/18/17: Final day to submit personnel transactions to HCS	Nov 3 Pay Day Run Project Award End Date Report	Nov 4 Last Day of pay period 10/22/17-11/04/17
5 1 st Week of pay period 11/05/17-11/18/17	6 Final day to enter T&L and payroll Funding for 10/22/17-11/04/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	7 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.	8 HRIS View Only Until E-mail Notification From Payroll	9 For 10/22/17-11/04/17 run: Leave Accrual Report For:11/05/17-11/18/17 Begin entering T&L	10 State Holiday for Veteran's Day	11 Veterans Day 
12 2 nd Week of ppd 11/05/17-11/18/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	13	14 Run Position Fund by Dept Report	15 Print time docs for pay period 11/19/17-12/02/17 Final day to submit Additional Pay forms for this pay period	16 Run End of Temporary Appointment Report Update appointment end date(s) For 11/19/17-12/02/17 Final day to submit personnel transactions to HCS	17 Pay Day Run Project Award End Date report	18 Last day of pay period 11/05/17-11/18/17
19 1 st Week of pay period 11/19/17-12/02/17 Final day to enter T&L and payroll Funding for 11/05/17-11/18/17 T&L Interface files due 3:00 p.m. Run Time Entry Error Report	20 T&L error detection/correction Run Time Entry Error Report Record late T & L until 10:00 a.m. 10:00 a.m. Preliminary Pay Calc Runs 11:00 a.m.-3:00 p.m. HRIS Reopens ONLY for T & L Corrections 3:00 p.m. Final Pay Calc Runs HRIS VIEW ONLY AFTER 3 p.m.	21 HRIS View Only Until E-mail Notification From Payroll	22 For 11/05/17-11/18/17 run: Leave Accrual Report For:11/19/17-12/02/17 Begin entering T&L	23 	24 State Holiday	25
26 2 nd Week of ppd 11/19/17-12/02/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	27	28 Run Position Fund by Dept Report	29 Print time docs for pay period 12/03/17-12/16/17 Final day to submit Additional Pay forms for this pay period	30 Run End of Temporary Appointment Report Update appointment end date(s) For 12/03/17-12/16/17: Final day to submit personnel transactions to HCS	Dec 1 Pay Day Run Project Award End Date report	Dec 2 Last day of pay period 11/19/17-12/02/17