November 2018 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2018 discretionary day must be used by 12/29/2018. The 2019 discretionary day will be available 12/30/2018.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28 2nd Week of pay period 10/21/18-11/03/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	29	30 Run Position Fund by Dept Report	31 **Print time docs for pay period 11/04/18-11/17/18**	Nov 1 **Run End of Temporary Appointment report** Update appointment end date(s) For **11/04/18-11/17/18**: *Final day to submit personnel transactions to HCS*	**Pay Day** Nov 2 Run Project Award End Date report	Nov 3 Last day of pay period 10/21/18-11/03/18
4 1st Week of pay period 11/04/18-11/17/18 *Daylight Saving Time Ends*	5 **Final day to enter T&L and payroll Funding for 10/21/18-11/03/18** **T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	6 **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.*	7 **HRIS View Only Until E-Mail Notification From Payroll**	8 For 10/21/18-11/03/18 run: Leave Accrual Report For 11/04/18-11/17/18: Begin entering T&L	9	10
11 **Veterans Day** 2nd Week of pay period 11/04/18-11/17/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	12 **State Holiday Veterans Day Observed**	13 Run Position Fund by Dept Report	14 **Print time docs for pay period 11/18/18-12/01/18**	15 **Run End of Temporary Appointment report** Update appointment end date(s) For 11/18/18-12/01/18: *Final day to submit personnel transactions to HCS*	**Pay Day** 16 Run Project Award End Date report	17 Last day of pay period 11/04/18-11/17/18
18 1st Week of pay period 11/18/18-12/01/18 **Final day to enter T&L and payroll Funding for 11/04/18-11/17/18** **T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	19 **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.*	20 **HRIS View Only Until E-Mail Notification From Payroll**	21 For 11/04/18-11/17/18 run: Leave Accrual Report For 11/18/18-12/01/18 Begin entering T&L	22 *Happy Thanksgiving Day!*	23 **State Holiday**	24
25 2nd Week of pay period 11/18/18-12/01/18 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	26	27 Run Position Fund by Dept Report	28 **Print time docs for pay period 12/02/18-12/15/18**	29 **Run End of Temporary Appointment report** Update appointment end date(s) For 12/02/18-12/15/18: *Final day to submit personnel transactions to HCS*	**Pay Day** 30 Run Project Award End Date report	December 1 Last day of pay period 11/18/18-12/01/18