

November 2020 HRIS Schedule

- USS annual performance reviews are due between November 1 and January 31
- Reminder: The 2020 discretionary day must be used by 12/26/2020. The 2021 discretionary day will be available 12/27/2020.

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