

October 2018 HRIS Schedule

▪ **Health Insurance Open Enrollment Ends October 31**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Sept 30</p> <p>2nd Week of Pay period 09/23/18-10/06/18 Week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week</p>	<p style="text-align: right;">Oct 1</p>	<p style="text-align: right;">Oct 2</p> <p>Run Position Fund by Dept Report</p>	<p style="text-align: right;">Oct 3</p> <p>Print time docs for pay period 10/07/18-10/20/1818</p>	<p style="text-align: right;">Oct 4</p> <p>Run End of Temporary Appointment Report</p> <p>Update appointment end date(s)</p> <p>For 10/07/18-10/20/18 <i>Final day to submit personnel transactions to HCS</i></p>	<p style="text-align: right;">Oct 5</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report</p>	<p style="text-align: right;">Oct 6</p> <p>Last day of pay period 09/23/18-10/06/18</p>
<p style="text-align: right;">7</p> <p>1st Week of pay period 10/07/18-10/20/18</p>	<p style="text-align: right;">8</p> <p>Final day to enter T&L and payroll Funding for 09/23/18-10/06/18</p> <p>T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">9</p> <p>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.</p>	<p style="text-align: right;">10</p> <p style="text-align: center;">HRIS View Only Until E-mail Notification From Payroll</p>	<p style="text-align: right;">11</p> <p>For 09/23/18-10/06/18 run: Leave Accrual Report</p> <p>For 10/07/18-10/20/18: Begin entering T&L</p>	<p style="text-align: right;">12</p>	<p style="text-align: right;">13</p>
<p style="text-align: right;">14</p> <p>2nd Week of pay period 10/07/18-10/20/18, 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 style="text-align: right;">15</p>	<p style="text-align: right;">16</p> <p>Run Position Fund by Dept Report</p>	<p style="text-align: right;">17</p> <p>Print time docs for pay period 10/21/18-11/03/18</p>	<p style="text-align: right;">18</p> <p>Run End of Temporary Appointment report</p> <p>Update appointment end date(s)</p> <p>For 10/21/18-11/03/18: <i>Final day to submit personnel transactions to HCS</i></p>	<p style="text-align: right;">19</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report</p>	<p style="text-align: right;">20</p> <p>Last day of pay period 10/07/18-10/20/18</p>
<p style="text-align: right;">21</p> <p>1st Week of pay period 10/21/18-11/03/18</p>	<p style="text-align: right;">22</p> <p>Final day to enter T&L and payroll Funding for 10/07/18-10/20/18</p> <p>T&L Interface files due 11:30 a.m.</p> <p>Run Time Entry Error Report</p>	<p style="text-align: right;">23</p> <p>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.</p>	<p style="text-align: right;">24</p> <p style="text-align: center;">HRIS View Only Until E-mail Notification From Payroll</p>	<p style="text-align: right;">25</p> <p>For 10/07/18-10/20/18 run: Leave Accrual Report</p> <p>For 10/21/18-11/03/18: Begin entering T&L</p>	<p style="text-align: right;">26</p>	<p style="text-align: right;">27</p>
<p style="text-align: right;">28</p> <p>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</p>	<p style="text-align: right;">29</p>	<p style="text-align: right;">30</p> <p>Run Position Fund by Dept Report</p>	<p style="text-align: right;">31</p> <p>Print time docs for pay period 11/04/18-11/17/18</p> 	<p style="text-align: right;">Nov 1</p> <p>Run End of Temporary Appointment report</p> <p>Update appointment end date(s)</p> <p>For 11/04/18-11/17/18: <i>Final day to submit personnel transactions to HCS</i></p>	<p style="text-align: right;">Nov 2</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report</p>	<p style="text-align: right;">Nov 3</p> <p>Last Day of pay period 10/21/18-11/03/18</p>