


October 2015 HRIS Schedule

Health Insurance Open Enrollment Ends October 31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Sept 27</p> <p>1st Week of pay period 09/27/15-10/10/15</p>	<p style="text-align: right;">Sept 28</p> <p>Last day to Enter T&L/Funding for</p> <p>Run eTime Summary Report-ACA Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">Sept 29</p> <p>Final Day to Update payroll Funding for 09/13/15-09/26/15</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Run Compensation Rate Review report</p> <p>Run Position Fund by Dept Report <i>Preliminary pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">Sept 30</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for For 08/30/15-09/12/15</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 09/13/15-09/26/15 <i>Final pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">Oct 1</p> <p style="text-align: center;">HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">Oct 2</p> <p>For 09/13/15-09/26/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 09/27/15-10/10/15: Begin entering T&L</p>	<p style="text-align: right;">Oct 3</p>
<p style="text-align: right;">4</p> <p>2nd Week of ppd 09/27/15-10/10/15, 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 style="text-align: right;">5</p>	<p style="text-align: right;">6</p>	<p style="text-align: right;">7</p> <p>Print time docs for pay period 10/11/15-10/24/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">8</p> <p>Run End of Temporary Appointment report</p> <p>Update appointment end dates(s)</p>	<p style="text-align: right;">9</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date Report</p> <p>For 10/11/15-10/24/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">10</p> <p>Last day of pay period 09/27/15-10/10/15</p>
<p style="text-align: right;">11</p> <p>1st Week of pay period 10/11/15-10/24/15</p>	<p style="text-align: right;">12</p> <p>Last day to Enter T&L/Funding 09/27/15-10/10/15</p> <p>Run eTime Summary Report-ACA Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">13</p> <p>Final Day to Update payroll Funding for 09/27/15-10/10/15</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Run Compensation Rate Review report</p> <p>Run Position Fund by Dept Report <i>Preliminary pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">14</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 09/13/15-9/26/15</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 09/27/15-10/10/15 <i>Final pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">15</p> <p style="text-align: center;">HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">16</p> <p>For 09/27/15-10/10/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 10/11/15-10/24/15: Begin entering T&L</p>	<p style="text-align: right;">17</p>
<p style="text-align: right;">18</p> <p>2nd Week of ppd 10/11/15-10/24/15, 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 style="text-align: right;">19</p>	<p style="text-align: right;">20</p>	<p style="text-align: right;">21</p> <p>Print time docs for pay period 10/25/15-11/07/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">22</p> <p>Run End of Temporary Appointment report</p> <p>Update appointment end dates(s)</p>	<p style="text-align: right;">23</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date Report</p> <p>For 10/25/15-11/07/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">24</p> <p>Last day of pay period 10/11/15-10/24/15</p>
<p style="text-align: right;">Oct 25</p> <p>1st Week of pay period 10/25/15-11/07/15</p>	<p style="text-align: right;">Oct 26</p> <p>Last day to Enter T&L/Funding 10/11/15-10/24/15</p> <p>Run eTime Summary Report-ACA Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">Oct 27</p> <p>Final Day to Update payroll Funding for 10/11/15-10/24/15</p> <p>T&L error detect/correct Record late time and leave All transactions processed</p> <p>Run Compensation Rate Review Report</p> <p>Run Position Fund by Dept Report <i>Preliminary pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">Oct 28</p> <p>T&L error detect/correct Run Payroll Payments (KSU) for 9/27/15-10/10/15</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed</p> <p>Run Dept Time Total Report for 10/11/15-10/24/15 <i>Final pay calc runs after 6 p.m.</i></p>	<p style="text-align: right;">Oct 29</p> <p style="text-align: center;">HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">Oct 30</p> <p>For 10/11/15-10/24/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 10/25/15-11/07/15: Begin entering T&L</p>	<p style="text-align: right;">Oct 31</p> <div style="text-align: center;">  </div>