


## October 2016 HRIS Schedule

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 1st Week of pay period 09/25/16-10/08/16	26 <b>Last day to Enter T&amp;L for 09/11/16-09/24/16</b>  Run Time Entry Error Report All transactions processed  <b>T&amp;L Interface files due 4:30 p.m.</b>	27 <b>Final Day to Update Payroll Funding For 09/11/16-09/24/16</b>  T&L error detect/correct Record late time and leave All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	28 T&L error detect/correct Run Payroll Payments KSU for 08/28/16-09/10/16 <b>Preliminary pay calc runs 12 noon</b> No transactions processed <b>Run Dept Time Total Report for 09/11/16-09/24/16</b> <b>Final pay calc runs after 6 p.m.</b>	29 <b>HRIS View Only No Personnel Transactions Processed</b>	30 For 09/11/16-09/24/16 run: Payroll Payments (KSU) Leave Accrual Report  For 09/25/16-10/08/16 Begin entering T&L	Oct 1
2 2nd Week of pay period 09/25/16-10/08/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	3	4 <b>Run Pos Fund by Dept Report</b>	5 <b>Print time docs for pay period 10/09/16-10/22/16</b>  Final day to submit Additional Pay forms for this pay period	6 <b>Run End of Temporary Appointment report</b>  <b>Update appointment end dates(s)</b>	7 <b>Pay Day</b> <b>Run Project Award End Date Report</b>  For 10/09/16-10/22/16: <b>Final day to submit personnel transactions to HCS</b>	8 Last day of pay period 09/25/16-10/08/16
9 1st Week of pay period 10/09/16-10/22/16	10 <b>Last day to Enter T&amp;L for 09/25/16-10/08/16</b>  Run Time Entry Error Report All transactions processed  <b>T&amp;L Interface files due 4:30 p.m.</b>	11 <b>Final Day to Update Payroll Funding for 09/25/16-10/08/16</b>  T&L error detect/correct Record late time and leave All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	12 T&L error detect/correct <b>Run Payroll Payments (KSU) for 09/11/16-09/24/16</b> <b>Preliminary pay calc runs 12 noon</b> No transactions processed <b>Run Dept Time Total Report for 09/25/16-10/08/16</b> <b>Final pay calc runs after 6 p.m.</b>	13 <b>HRIS View Only No Personnel transactions Processed</b>	14 For 09/25/16-10/08/16 run: Payroll Payments (KSU) Leave Accrual Report  For 10/09/16-10/22/16: Begin entering T&L	15
16 2nd Week of pay period 10/09/16-10/22/16, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	17	18 <b>Run Pos Fund by Dept Report</b>	19 <b>Print time docs for pay period 10/23/16-11/05/16</b>  Final day to submit Additional Pay forms for this pay period	20 <b>Run End of Temporary Appointment report</b>  <b>Update appointment end dates(s)</b>	21 <b>Pay Day</b> <b>Run Project Award End Date Report</b>  For 10/23/16-11/05/16: <b>Final day to submit personnel transactions to HCS</b>	22 Last day of pay period 10/09/16-10/22/16
23 1st Week of pay period 10/23/16-11/05/16	24 <b>Last day to Enter T&amp;L for 10/09/16-10/22/16</b>  Run Time Entry Error Report  All transactions processed  <b>T&amp;L Interface files due 4:30 p.m.</b>	25 <b>Final Day to Update payroll Funding for 10/09/16-10/22/16</b>  T&L error detect/correct Record late time and leave All transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b>	26 T&L error detect/correct <b>Run Payroll Payments (KSU) for 09/25/16-10/08/16</b> <b>Preliminary pay calc runs 12 noon</b> No transactions processed <b>Run Dept Time Total Report for 10/09/16-10/22/16</b> <b>Final pay calc runs after 6 p.m.</b>	27 <b>HRIS View Only No Personnel transactions Processed</b>	28 For 10/09/16-10/22/16 run: Payroll Payments (KSU) Leave Accrual Report  For 10/23/16-11/05/16: Begin entering T&L	29
30 2 <sup>nd</sup> Week of Pay period 10/23/16-11/05/16 Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	31 	Nov 1 <b>Run Pos Fund by Dept Report</b>	Nov 2 <b>Print time docs for pay period 11/06/16-11/19/16</b>  Final day to submit Additional Pay forms for this pay period	Nov 3 <b>Run End of Temporary Appointment report</b>  <b>Update appointment end dates(s)</b>	Nov 4 <b>Run Project Award End Date Report</b>  For 11/06/16-11/19/16: <b>Final day to submit personnel transactions to HCS</b>	Nov 5 Last day of pay period 10/23/16-11/05/16