October 2017 HRIS Schedule

- Health Insurance Open Enrollment Ends October 31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2nd Week of pay period 09/24/17-10/07/17 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**2**	**3** Run Pos Fund by Dept Report	**4** Print time docs for pay period 10/08/17-10/21/17	**5** Run End of Temporary Appointment report Update appointment end date(s) For **10/08/17-10/21/17**: *Final day to submit personnel transactions to HCS*	**6** *Pay Day* Run Project Award End Date Report	**7** Last day of pay period 09/24/17-10/07/17
8 1st Week of pay period 10/08/17-10/21/17	**9** Final day to enter T&L and payroll Funding for 09/24/17-10/07/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	**10** 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.*	**11** *HRIS View Only Until E-mail Notification From Payroll*	**12** For 09/24/17-10/07/17 run: Leave Accrual Report For 10/08/17-10/21/17: Begin entering T&L	**13**	**14**
15 2nd Week of pay period 10/08/17-10/21/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**16**	**17** Run Pos Fund by Dept Report	**18** Print time docs for pay period 10/22/17-11/04/17 Final day to submit Additional Pay forms for this pay period	**19** Run End of Temporary Appointment report Update appointment end date(s) For **10/22/17-11/04/17**: *Final day to submit personnel transactions to HCS*	**20** *Pay Day* Run Project Award End Date Report	**21** Last day of pay period 10/08/17-10/21/17
22 1st Week of pay period 10/22/17-11/04/17	**23** Final day to enter T&L and payroll Funding for 10/08/17-10/21/17 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	**24** 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.*	**25** *HRIS View Only Until E-mail Notification From Payroll*	**26** For 10/08/17-10/21/17 run: Leave Accrual Report For 10/22/17-11/04/17: Begin entering T&L	**27**	**28**
29 2nd Week of Pay period 10/22/17-11/04/17	**30**	**31** Run Pos Fund by Dept Report	**Nov 1** Print time docs for pay period 11/05/17-11/18/17 Final day to submit Additional Pay forms for this pay period	**Nov 2** Run End of Temporary Appointment report Update appointment end date(s) For **11/05/17-11/18/17**: *Final day to submit personnel transactions to HCS*	**Nov 3** *Pay Day* Run Project Award End Date Report	**Nov 4** Last Day of pay period 10/22/17-11/04/17