October 2019 HRIS Schedule

- Health Insurance Open Enrollment Ends October 31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29 2nd Week of pay period, 09/22/19 - 10/05/19, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**30**	**Oct 1** Run Position Fund by Dept. Report	**Oct 2** **Print time docs for pay period 10/06/19 – 10/19/19**	**Oct 3** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 10/06/19 – 10/19/19*	**Oct 4** **Pay Day** Run Project Award End Date report	**Oct 5** **Last day of pay period 09/22/19 - 10/05/19**
6 1st Week of pay period 10/06/19 - 10/19/19	**7** **Final day to enter T&L and payroll Funding for 09/22/19 - 10/05/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**8** 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.**	**9** ***HRIS View Only Until E-mail Notification From Payroll***	**10** Run Leave Accrual Report for 09/22/19 - 10/05/19 Begin entering T&L for 10/06/19 - 10/19/19	**11**	**12**
13 2nd Week of pay period 10/06/19 - 10/19/19, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**14**	**15** Run Position Fund by Dept. Report	**16** **Print time docs for pay period 10/20/19 - 11/02/19**	**17** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 10/20/19 – 11/02/19*	**18** **Pay Day** Run Project Award End Date report	**19** **Last day of pay period 10/06/19 - 10/19/19**
20 1st Week of pay period 10/20/19 - 11/02/19	**21** **Final day to enter T&L and payroll Funding for 10/06/19 - 10/19/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**22** 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.**	**23** ***HRIS View Only Until E-mail Notification From Payroll***	**24** Run Leave Accrual Report for 10/06/19 - 10/19/19 Begin entering T&L for 10/20/19 - 11/02/19	**25**	**26**
27 2nd Week of pay period 10/20/19 - 11/02/19 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**28**	**29** Run Position Fund by Dept. Report	**30** **Print time docs for pay period 11/03/19 - 11/16/19**	**31** **Run End of Temporary Appointment report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 11/03/19 - 11/16/19*	**Nov 1** **Pay Day** Run Project Award End Date report	**Nov 2** **Last Day of pay period 10/20/19 - 11/02/19**