

## October 2020 HRIS Schedule

- Health Insurance Open Enrollment Ends October 31
- No vacation leave accrual for third paycheck of the month, issued 10/30/20

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27 2nd Week of pay period, 09/20/20 - 10/03/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	28	29 <a href="#">Run Position Fund by Dept. Report</a>	30 Print time docs for pay period 10/04/20 - 10/17/20	Oct 1 <b>Run End of Temporary Appointment Report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 10/04/20 - 10/17/20</i>	Oct 2 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	Oct 3 Last day of pay period 09/20/20 - 10/03/20
4 1st Week of pay period 10/04/20 - 10/17/20	5 <b>Final day to enter T&amp;L and payroll Funding for 09/20/20 - 10/03/20 T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	6 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m.</b> <b>10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m.-3:00 p.m.</b> <b>HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	7 <b>HRIS View Only Until E-mail Notification From Payroll</b>	8 Run Leave Accrual Report for 09/20/20 - 10/03/20  Begin entering T&L for 10/04/20 - 10/17/20	9	10
11 2nd Week of pay period 10/04/20 - 10/17/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	12	13 <a href="#">Run Position Fund by Dept. Report</a>	14 Print time docs for pay period 10/18/20 - 10/31/20	15 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 10/18/20 - 10/31/20</i>	16 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	17 Last day of pay period 10/04/20 - 10/17/20
18 1st Week of pay period 10/18/20 - 10/31/20	19 <b>Final day to enter T&amp;L and payroll Funding for 10/04/20 - 10/17/20 T&amp;L Interface files due 11:30 a.m.</b>  <a href="#">Run Time Entry Error Report</a>	20 T&L error detection/correction <b>Run Time Entry Error Report</b> <b>Record late T &amp; L until 10:00 a.m.</b> <b>10:00 a.m. Preliminary Pay Calc Runs</b> <b>11:00 a.m.-3:00 p.m.</b> <b>HRIS Reopens ONLY for T &amp; L Corrections</b> <b>3:00 p.m. Final Pay Calc Runs</b> <b>HRIS VIEW ONLY AFTER 3 p.m.</b>	21 <b>HRIS View Only Until E-mail Notification From Payroll</b>	22 Run Leave Accrual Report for 10/04/20 - 10/17/20  Begin entering T&L for 10/18/20 - 10/31/20	23	24
25 2 <sup>nd</sup> Week of pay period 10/18/20 - 10/31/20 week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	26	27 <a href="#">Run Position Fund by Dept. Report</a>	28 Print time docs for pay period 11/01/20 - 11/14/20	29 <b>Run End of Temporary Appointment report</b> <a href="#">Update appointment end date(s)</a>  <i>Final day to submit personnel transactions to HCS for 11/01/20 - 11/14/20</i>	30 <b>Pay Day</b> <a href="#">Run Project Award End Date report</a>	31 Last Day of pay period 10/18/20 - 10/31/20