

October 2021 HRIS Schedule

- Health Insurance Open Enrollment Ends October 31
- No vacation leave accrual for third paycheck of the month, issued 10/29/2021

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