

September 2015 HRIS Schedule

- Don't forget to update unclassified data (academic rank, contract data, etc.), October 1 is the deadline

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p style="text-align: right;">Aug 30</p> <p>1st Week of pay period 08/30/15-09/12/15</p> <p>CWSP Starts</p>	<p style="text-align: right;">Aug 31</p> <p>Last day to Enter T&L for 08/16/15-08/29/15</p> <p>Run eTime Summary Report-ACA</p> <p>Run Time Entry Error Report All transactions processed T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">Sept 1</p> <p>Final Day to Update Payroll Funding for 08/16/15-08/29/15</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">Sept 2</p> <p>T&L error detect/correct Run Payroll Payments by Account for</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 08/16/15-08/29/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">Sept 3</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">Sept 4</p> <p>For 08/16/15-08/29/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 08/30/15-09/12/15: Begin entering T&L</p>	<p style="text-align: right;">Sept 5</p>
<p style="text-align: right;">6</p> <p>2nd Week of pay period 08/30/15-09/12/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p> <p>Transactions processed for all pay periods this week</p>	<p style="text-align: right;">7</p> <p>HCS Closed State Holiday</p> 	<p style="text-align: right;">8</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">9</p> <p>Print time docs for pay period 09/13/15-09/26/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">10</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">11</p> <p>Pay Day</p> <p>Run Project Award End Date Report</p> <p>For 09/13/15-09/26/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">12</p> <p>Last day of pay period 08/30/15-09/12/15</p>
<p style="text-align: right;">13</p> <p>1st Week of pay period 09/13/15-09/26/15</p>	<p style="text-align: right;">14</p> <p>Last day to Enter T&L for 08/30/15-09/12/15</p> <p>Run eTime Summary Report-ACA</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">15</p> <p>Final Day to Update Payroll Funding For 08/30/15-09/12/15</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">16</p> <p>T&L error detect/correct Run Payroll Payments by Account for 08/16/15-08/29/15 Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 08/30/15-09/12/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">17</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">18</p> <p>For 08/30/15-09/12/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 09/13/15-09/26/15: Begin entering T&L</p>	<p style="text-align: right;">19</p>
<p style="text-align: right;">20</p> <p>2nd Week of pay period 09/13/15-09/26/15, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates</p> <p>Transactions processed for all pay periods this week</p>	<p style="text-align: right;">21</p>	<p style="text-align: right;">22</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">23</p> <p>Print time docs for pay period 09/27/15-10/10/15</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">24</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">25</p> <p>Pay Day</p> <p>Run Project Award End Date Report</p> <p>For 09/27/15-10/10/15: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">26</p> <p>Last day of pay period 09/13/15-09/26/15</p>
<p style="text-align: right;">Sept 27</p> <p>1st Week of pay period 09/27/15-10/10/15</p>	<p style="text-align: right;">Sept 28</p> <p>Last day to Enter T&L for 09/13/15-09/26/15</p> <p>Run eTime Summary Report-ACA</p> <p>Run Time Entry Error Report</p> <p>All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">Sept 29</p> <p>Final Day to Update Payroll Funding For 09/13/15-09/26/15</p> <p>T&L error detect/correct Record late time and leave</p> <p>All transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p style="text-align: right;">Sept 30</p> <p>T&L error detect/correct Run Payroll Payments by Account for 08/30/15-09/12/15 Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 09/13/15-09/26/15 Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">Oct 1</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p style="text-align: right;">Oct 2</p> <p>For 09/13/15-09/26/15 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 09/27/15-10/10/15: Begin entering T&L</p>	<p style="text-align: right;">Oct 3</p>