


September 2016 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 28</p> <p>1st Week of pay period 08/28/16-09/10/16</p> <p>CWSP Starts</p>	<p style="text-align: right;">Aug 29</p> <p>Last day to Enter T&L for 08/14/16-08/27/16</p> <p>Run Time Entry Error Report All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">Aug 30</p> <p>Last day to enter Payroll funding for 08/14/16-08/27/16</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;">Aug 31</p> <p>T&L error detect/correct Run Payroll Payments KSU for 07/31/16-08/13/16</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 08/14/16-08/27/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">Sept 1</p> <p style="text-align: center;">HRIS View Only No Personnel Transactions Processed</p>	<p style="text-align: right;">Sept 2</p> <p>For 08/14/16-08/27/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 08/28/16-09/10/16 Begin entering T&L</p>	<p style="text-align: right;">Sept 3</p>
<p style="text-align: right;">4</p> <p>2nd Week of pay period 08/28/16-09/10/16, 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;">5</p> <p style="text-align: center;">HCS CLOSED LABOR DAY  STATE HOLIDAY</p>	<p style="text-align: right;">6</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">7</p> <p>Print time docs for pay period 09/11/16-09/24/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">8</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">9</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date report</p> <p>For: 09/11/16-09/24/16 Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">10</p> <p>Last day of pay period 08/28/16-09/10/16</p>
<p style="text-align: right;">11</p> <p>1st Week of pay period 09/11/16-09/24/16</p>	<p style="text-align: right;">12</p> <p>Last day to Enter T&L for 08/28/16-09/10/16</p> <p>Run Time Entry Error Report All transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">13</p> <p>Final Day to Update Payroll Funding For 08/28/16-09/10/16</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;">14</p> <p>T&L error detect/correct Run Payroll Payments KSU for 08/14/16-08/27/16</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 08/28/16-09/10/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">15</p> <p style="text-align: center;">HRIS View Only No Personnel Transactions Processed</p>	<p style="text-align: right;">16</p> <p>For 08/28/16-09/10/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 09/11/16-09/24/16: Begin entering T&L</p>	<p style="text-align: right;">17</p>
<p style="text-align: right;">18</p> <p>2nd Week of pay period 09/11/16-09/24/16, 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;">19</p>	<p style="text-align: right;">20</p> <p>Run Pos Fund by Dept Rpt</p>	<p style="text-align: right;">21</p> <p>Print time docs for pay period 09/25/16-10/08/16</p> <p>Final day to submit Additional Pay forms for this pay period</p>	<p style="text-align: right;">22</p> <p>Last day to update End Temp Appt date</p>	<p style="text-align: right;">23</p> <p style="text-align: center;">Pay Day</p> <p>Run Project Award End Date Report</p> <p>For 09/25/16-10/08/16: Final day to submit personnel transactions to HCS</p>	<p style="text-align: right;">24</p> <p>Last day of pay period 09/11/16-09/24/16</p>
<p style="text-align: right;">25</p> <p>1st Week of pay period 09/25/16-10/08/16</p>	<p style="text-align: right;">26</p> <p>Last day to Enter T&L for 09/11/16-09/24/16</p> <p>Run Time Entry Error Report All transactions processed</p> <p>T&L Interface files due 4:30 p.m.</p>	<p style="text-align: right;">27</p> <p>Final Day to Update Payroll Funding For 09/11/16-09/24/16</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;">28</p> <p>T&L error detect/correct Run Payroll Payments KSU for 08/28/16-09/10/16</p> <p>Preliminary pay calc runs 12 noon</p> <p>No transactions processed Run Dept Time Total Report for 09/11/16-09/24/16</p> <p>Final pay calc runs after 6 p.m.</p>	<p style="text-align: right;">29</p> <p style="text-align: center;">HRIS View Only No Personnel Transactions Processed</p>	<p style="text-align: right;">30</p> <p>For 09/11/16-09/24/16 run: Payroll Payments (KSU) Leave Accrual Report</p> <p>For 09/25/16-10/08/16 Begin entering T&L</p>	<p style="text-align: right;">Oct 1</p>

