September 2017 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
Aug 27 1st Week of pay period 08/27/17-09/09/17 **CWSP Starts**	**Aug 28** **Final day to enter T&L and payroll Funding for 08/13/17-08/26/17 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**Aug 29** 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.*	**Aug 30** *HRIS View Only Until E-mail Notification From Payroll*	**Aug 31** **For 08/13/17-08/26/17 run:** **Leave Accrual Report** **For 08/27/17-09/09/17** **Begin Entering T&L**	**Sept 1**	**Sept 2**
Sept 3 2nd Week of ppd 08/27/17-09/09/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**Sept 4** HCS CLOSED LABOR DAY STATE HOLIDAY	**Sept 5** **Run Pos Fund by Dept Rpt**	**Sept 6** **Print time docs for pay period 09/10/17-09/23/17**	**Sept 7** **Run End of Temporary Appointment Report** **Update Appointment End Date(s)** For: **09/10/17-09/23/17** **Final day to submit personnel transactions to HCS**	**Pay Day Sept 8** **Run Project Award End Date report**	**Sept 9** Last day of pay period 08/27/17-09/09/17
10 1st Week of pay period 09/10/17-09/23/17	**11** **Final day to enter T&L and payroll Funding for 08/27/17-09/09/17 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**12** 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.*	**13** *HRIS View Only Until E-mail Notification From Payroll*	**14** **For 08/27/17-09/09/17 run:** **Leave Accrual Report** **For 09/10/17-09/23/17:** **Begin entering T&L**	**15**	**16**
17 2nd Week of pay period 09/10/17-09/23/17, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**18**	**19** **Run Pos Fund by Dept Rpt**	**20** **Print time docs for pay period 09/24/17-10/07/17**	**21** **Run End of Temporary Appointment Report** **Update Appointment End Date(s)** For: **09/24/17-10/07/17** **Final day to submit personnel transactions to HCS**	**Pay Day 22** **Run Project Award End Date Report**	**23** Last day of pay period 09/10/17-09/23/17
24 1st Week of pay period 09/24/17-10/07/17	**25** **Final day to enter T&L and payroll Funding for 09/10/17-09/23/17 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report All transactions processed	**26** 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.*	**27** *HRIS View Only Until E-mail Notification From Payroll*	**28** **For 09/10/17-09/23/17 run:** **Leave Accrual Report** **For 09/24/17-10/07/17** **Begin entering T&L**	**29**	**30**