September 2018 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
August 26 1st Week of pay period 08/26/18-09/08/18	August 27 **Final day to enter T&L and payroll Funding for 08/12/18-08/25/18** **T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	T&L error detection/correction August 28 **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.*	August 29 *HRIS View Only* *Until E-mail Notification* *From Payroll*	August 30 For 08/12/18-08/25/18 run: Leave Accrual Report For 08/26/18-09/08/18 Begin entering T&L	August 31	Septl 1
2 2nd Week of ppd, 08/26/18-09/08/18, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	Sept 3 HCS CLOSED LABOR DAY STATE HOLIDAY	4 **Run Position Fund by Dept Report**	5 **Print time docs for pay period 09/09/18-09/22/18**	6 **Run End of Temporary Appointment Report** **Update appointment end date(s)** **For 09/09/18-09/22/18** *Final day to submit personnel transactions to HCS*	**Pay Day** 7 **Run Project Award End Date report**	8 **Last day of pay period 08/26/18-09/08/18**
9 1st Week of ppd, 09/09/18-09/22/18	10 **Final day to enter T&L and payroll Funding for 08/26/18-09/08/18** **T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	T&L error detection/correction 11 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.*	12 *HRIS View Only* *Until E-mail Notification* *From Payroll*	13 For 08/26/18-09/08/18 run: Leave Accrual Report For 09/09/18-09/22/18 Begin entering T&L	14	15
16 2nd Week of ppd, 09/09/18-09/22/18 week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	17	18 **Run Position Fund by Dept Report**	19 **Print time docs for pay period 09/23/18-10/06/18**	20 **Run End of Temporary Appointment Report** **Update appointment end date(s)** **For 09/23/18-10/06/18** *Final day to submit personnel transactions to HCS*	**Pay Day** 21 **Run Project Award End Date report**	22 **Last day of pay period 09/09/18-09/22/18**
23 1st Week of pay period 09/23/18-10/06/18	24 **Final day to enter T&L and payroll Funding for 09/09/18-09/22/18** **T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	T&L error detection/correction 25 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.*	26 *HRIS View Only* *Until E-mail Notification* *From Payroll*	27 For 09/09/18-09/22/18 run: Leave Accrual Report For 09/23/18-10/06/18 Begin entering T&L	28	29
2nd Week of ppd , 09/23/18-10/06/18 30 week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	Oct 1	Oct 2 **Run Position Fund by Dept Report**	Oct 3 **Print time docs for pay period 10/07/18-10/20/1818**	Run End of Temporary Oct 4 **Appointment Report** **Update appointment end date(s)** **For 10/07/18-10/20/18** *Final day to submit personnel transactions to HCS*	**Pay Day** Oct 5 **Run Project Award End Date report**	Oct 6 **Last day of pay period 09/23/18-10/06/18**