September 2019 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
Sept 1 2nd Week of pay period 08/25/19 - 09/07/19, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**2** HCS CLOSED LABOR DAY STATE HOLIDAY	**3** Run Position Fund by Dept. Report	**4** **Print time docs for pay period 09/08/19 - 09/21/19**	**5** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 09/08/19 – 09/21/19*	**6** **Pay Day** Run Project Award End Date report	**7** **Last day of pay period 08/25/19 - 09/07/19**
8 1st Week of pay period 09/08/19 - 09/21/19	**9** **Final day to enter T&L and Payroll Funding for 08/25/19 - 09/07/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**10** 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.**	**11** *HRIS View Only Until E-mail Notification From Payroll*	**12** Run Leave Accrual Report for 08/25/19 -09/07/19 Begin entering T&L for 09/08/19 - 09/21/19	**13**	**14**
15 2nd Week of pay period 09/08/19 - 09/21/19, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**16**	**17** Run Position Fund by Dept. Report	**18** **Print time docs for pay period 09/22/19 - 10/05/19**	**19** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 09/22/19 – 10/05/19*	**20** **Pay Day** Run Project Award End Date report	**21** **Last day of pay period 09/08/19 - 09/21/19**
22 1st Week of pay period 09/22/19 - 10/05/19	**23** **Final day to enter T&L and Payroll Funding for 09/08/19 - 09/21/19 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**24** 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.**	**25** *HRIS View Only Until E-mail Notification From Payroll*	**26** Run Leave Accrual Report for 09/08/19 - 09/21/19 Begin entering T&L for 09/22/19 - 10/05/19	**27**	**28**
29 2nd Week of pay period, 09/22/19 - 10/05/19, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**30**	**Oct 1** Run Position Fund by Dept. Report	**Oct 2** **Print time docs for pay period 10/06/19 – 10/19/19**	**Oct 3** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS For 10/06/19 – 10/19/19*	**Oct 4** **Pay Day** Run Project Award End Date report	**Oct 5** **Last day of pay period 09/22/19 - 10/05/19**