September 2020 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 30 2nd Week of pay period 08/23/20 - 09/05/20, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	**Aug 31**	**Sept 1** Run Position Fund by Dept Report	**2** **Print time docs for pay period** 09/06/20 - 09/19/20	**3** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 09/06/20 - 09/19/20*	**4** **Pay Day** Run Project Award End Date report	**5** Last day of pay period 08/23/20 - 09/05/20
6 1st Week of pay period 09/06/20 - 09/19/20	**7** **HCS Closed** Labor Day	**8** **Final day to enter T&L and Payroll Funding for 08/23/20 - 09/05/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**9** 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.**	**10** *HRIS View Only Until E-mail Notification From Payroll*	**11** Run Leave Accrual Report for 08/23/20 - 09/05/20 Begin entering T&L for 09/06/20 - 09/19/20	**12**
13 2nd Week of pay period 09/06/20 - 09/19/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**14**	**15** Run Position Fund by Dept. Report	**16** **Print time docs for pay period** 09/20/20 - 10/03/20	**17** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 09/20/20 - 10/03/20*	**18** **Pay Day** Run Project Award End Date report	**19** Last day of pay period 09/06/20 - 09/19/20
20 1st Week of pay period 09/20/20 - 10/03/20	**21** **Final day to enter T&L and Payroll Funding for 09/06/20 - 09/19/20 T&L Interface files due 11:30 a.m.** Run Time Entry Error Report	**22** 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.**	**23** *HRIS View Only Until E-mail Notification From Payroll*	**24** Run Leave Accrual Report for 09/06/20 - 09/19/20 Begin entering T&L for 09/20/20 - 10/03/20	**25**	**26**
27 2nd Week of pay period, 09/20/20 - 10/03/20, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	**28**	**29** Run Position Fund by Dept. Report	**30** **Print time docs for pay period** 10/04/20 - 10/17/20	**Oct 1** **Run End of Temporary Appointment Report** Update appointment end date(s) *Final day to submit personnel transactions to HCS for 10/04/20 - 10/17/20*	**Oct 2** **Pay Day** Run Project Award End Date report	**Oct 3** Last day of pay period 09/20/20 - 10/03/20