

September 2021 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 29 2nd Week of pay period 08/22/21 - 09/04/21, week to: Enter T&L/Funding View longevity bonuses Enter on line address/phone updates Transactions processed for all pay periods this week	August 30 HCS Closed Labor Day	August 31 Run Position Fund by Dept Report	Sept 1 Print time docs for pay period 09/05/21 - 09/18/21	2 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 09/05/21 - 09/18/21	3 Pay Day Run Project Award End Date report	4 Last day of pay period 08/22/21 - 09/04/21
5 1st Week of pay period 09/05/21 - 09/18/21 Final day to enter T&L and Payroll Funding for 08/22/21 - 09/04/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	6 HCS Closed Labor Day	7 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.	8 HRIS View Only Until E-mail Notification From Payroll	9 Run Leave Accrual Report for 08/22/21 - 09/04/21 Begin entering T&L for 09/05/21 - 09/18/21	10	11
12 2nd Week of pay period 09/05/21 - 09/18/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	13	14 Run Position Fund by Dept. Report	15 Print time docs for pay period 09/19/21 - 10/02/21	16 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 09/19/21 - 10/02/21	17 Pay Day Run Project Award End Date report	18 Last day of pay period 09/05/21 - 09/18/21
19 1st Week of pay period 09/19/21 - 10/02/21	20 Final day to enter T&L and Payroll Funding for 09/05/21 - 09/18/21 T&L Interface files due 11:30 a.m. Run Time Entry Error Report	21 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.	22 HRIS View Only Until E-mail Notification From Payroll	23 Run Leave Accrual Report for 09/05/21 - 09/18/21 Begin entering T&L for 09/19/21 - 10/02/21	24	25
26 2nd Week of pay period, 09/19/21 - 10/02/21, week to: Enter T&L/Funding View longevity bonuses Enter address/phone updates in HRIS Transactions processed for all pay periods this week	27	28 Run Position Fund by Dept. Report	29 Print time docs for pay period 10/03/21 - 10/16/21	30 Off Cycle Payroll Submitted Run End of Temporary Appointment Report Update appointment end date(s) Final day to submit personnel transactions to HCS for 10/03/21 - 10/16/21	Oct 1 Pay Day Run Project Award End Date report	Oct 2 Last day of pay period 09/19/21 - 10/02/21