

**HRIS SCHEDULE**

**AUGUST 2009**

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July 26 1 <sup>st</sup> Week of pay period 07/26/09-08/08/09	July 27 <b>Last day to Enter T&amp;L/Funding for 07/12/09-07/25/09</b>  Run Time & Leave Error Report  Prior, current and future pay period transactions processed <b>T&amp;L Interface files due 5 p.m.</b>	July 28 T&L error detect/correct Record late time and leave  Prior, current and future pay period transactions processed  <b><u>Preliminary pay calc runs after 6 p.m.</u></b>	July 29 T&L error detect/correct Record late time and leave <b><u>Preliminary pay calc runs 12 noon</u></b> No prior, current or future pay period transactions processed Print Dept Time Total Report for 07/12/09-07/25/09 <b><u>Final pay calc runs after 6 p.m.</u></b>	July 30 <b>HRIS View Only No Personnel Transactions Processed</b>	July 31 Begin entering time and leave for 07/26/09-08/08/09 Prior, current and future pay period transactions processed Print 07/12/09-07/25/09 Time and Leave Accrual Report <b><u>Personnel transactions due in HR for 07/26/09-08/08/09</u></b>	Aug 1
2 2 <sup>nd</sup> Week of pay period 07/26/09-08/08/09  Week to enter on line address/phone updates for 07/26/09-08/08/09	3 Enter T&L/Funding for 07/26/09-08/08/09 Prior, current & future pay period transactions processed View 07/26/09-08/08/09 longevity bonuses on line	4 Enter T&L/Funding for 07/26/09-08/08/09 Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 07/26/09-08/08/09 longevity bonuses on line	5 Enter T&L/Funding for 07/26/09-08/08/09 Prior, current & future pay period transactions processed View 07/26/09-08/08/09 longevity bonuses on line <b>Print time docs for pay period 08/09/09-08/22/09</b>	6 Enter T&L/Funding for 07/26/09-08/08/09 Prior, current & future pay period transactions processed View 07/26/09-08/08/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	7 <b><u>Pay Day</u></b> Enter T&L/Funding for 07/26/09-08/08/09 <b>Run Project Award End Date Report</b> Prior, current & future pay period transactions processed View 07/26/09-08/08/09 longevity bonuses on line	8 Last day of pay period 07/26/09-08/08/09
9 1 <sup>st</sup> Week of pay period <b>08/09/09-08/22/09</b> <b>CWSP Starts</b> <b>Return 9-month employees from Summer LWOP</b> <b>Effective date for 9-month unclassified salary increase.</b>	10 <b>Last day to Enter T&amp;L/Funding 07/26/09-08/08/09</b> Run Time & Leave Error Report  Prior, current & future pay period transactions processed <b>T &amp; L Interface files due 5 p.m.</b>	11 T&L error detect/correct Record late time and leave  Prior, current and future pay period transactions processed  Run Time & Leave Error Report <b><u>Preliminary pay calc runs after 6 p.m.</u></b>	12 T & L error detection and correction Record late time and leave <b><u>Preliminary pay calc runs at 12 noon</u></b> No prior, current or future pay period transactions processed Print Dept Time Total Report for 07/26/09-08/08/09 <b><u>Final pay calc runs after 6 p.m.</u></b>	13 <b>HRIS View Only No Personnel Transactions Processed</b>	14 Begin entering time and leave for 08/09/09-08/22/09  Print 07/26/09-08/08/09 time and leave accrual report  <b><u>Personnel transactions due in HR for 08/09/09-08/22/09</u></b>	15
16 2 <sup>nd</sup> Week of pay period 08/09/09-08/22/09 Week to enter on line address/phone updates for 08/09/09-08/22/09 Week to print Performance Review Due Report as of 09/30/09 and distribute to supervisors.	17 Enter T&L/Funding for 08/09/09-08/22/09  Prior, current & future pay period transactions processed  View 08/09/09-08/22/09 longevity bonuses on line	18 Enter T&L/Funding for 08/09/09-08/22/09  Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 08/09/09-08/22/09 longevity bonuses on line	19 Enter T&L/Funding for 08/09/09-08/22/09 Prior, current & future pay period transactions processed View 08/09/09-08/22/09 longevity bonuses on line <b>Print time docs for pay period 08/23/09-09/05/09</b>	20 Enter T&L/Funding for 08/09/09-08/22/09 Prior, current & future pay period transactions processed View 08/09/09-08/22/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	21 <b><u>Pay Day</u></b> Enter T&L/Funding for 08/09/09-08/22/09 <b>Run Project Award End Date Report</b> Prior, current & future pay period transactions processed View 08/09/09-08/22/09 longevity bonuses on line	22 Last day of pay period 08/09/09-08/22/09
Aug 23 1 <sup>st</sup> Week of pay period 08/23/09-09/05/09	Aug 24 <b>Last day to Enter T&amp;L/Funding 08/09/09-08/22/09</b> Run Time & Leave Error Report Prior, current & future pay period transactions processed <b>T &amp; L Interface files due 5 p.m.</b>	Aug 25 T&L error detect/correct Record late time and leave  Prior, current and future pay period transactions processed  <b><u>Preliminary pay calc runs after 6 p.m.</u></b>	Aug 26 T & L error detection and correction Record late time and leave <b><u>Preliminary pay calc runs at 12 noon</u></b> No prior, current or future pay period transactions processed Print Dept Time Total Report for 08/09/09-08/22/09 <b><u>Final pay calc runs after 6 p.m.</u></b>	Aug 27 <b>HRIS View Only No Personnel Transactions Processed</b>	Aug 28 Begin entering T&L/Funding for 08/23/09-09/05/09  Print 08/09/09-08/22/09 Time and Leave Accrual Report <b><u>Personnel transactions due in HR for 08/23/09-09/05/09</u></b>	Aug 29
Aug 30 2 <sup>nd</sup> Week of pay period 08/23/09-09/05/09	Aug 31 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 08/23/09-09/05/09 longevity bonuses on line	Sep 1 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 08/23/09-09/05/09 longevity bonuses on line	Sep 2 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed View 08/23/09-09/05/09 longevity bonuses on line <b>Print time docs for pay period 09/06/09-09/19/09</b>	Sep 3 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed View 08/23/09-09/05/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	Sep 4 <b><u>Pay Day</u></b> Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed <b>Run Project Award End Date Report</b> View 08/23/09-09/05/09 longevity bonuses on line	Sep 5 Last day of pay period 08/23/09-09/05/09