

HRIS SCHEDULE

DECEMBER 2009

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
November 29 1 st Week of pay period 11/29/09-12/12/09	November 30 Last day to Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed Run Time & Leave Error Report T & L Interface files due 5 p.m.	December 1 T&L error detect/correct Record late time and leave Prior, current & future pay period transactions processed <u>Preliminary pay calc runs after 6 p.m.</u>	December 2 T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u> No prior, current or future pay period transactions processed Print Dept Time Total Report for 11/15/09-11/28/09 <u>Final pay calc runs after 6 p.m.</u>	December 3 HRIS View Only No Personnel Transactions Processed	December 4 Begin entering time and leave for 11/29/09-12/12/09 Print 11/15/09-11/28/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 11/29/09-12/12/09</u>	December 5
6 2 nd Week of pay period 11/29/09-12/12/09 Week to enter on line address/phone updates for 11/29/09-12/12/09	7 Enter T&L/Funding for 11/29/09-12/12/09 Prior, current and future pay period transactions processed View 11/29/09-12/12/09 longevity bonuses on line	8 Enter T&L/Funding for 11/29/09-12/12/09 Prior, current and future pay period transactions processed Run Pos Fund by Dept Report View 11/29/09-12/12/09 longevity bonuses on line	9 Enter T&L/Funding for 11/29/09-12/12/09 Prior, current and future pay period transactions processed View 11/29/09-12/12/09 longevity bonuses on line Print time docs for pay period 12/13/09-12/26/09 and 12/27/09-01/09/10	10 Enter T&L/Funding for 11/29/09-12/12/09 Prior, current and future pay period transactions processed View 11/29/09-12/12/09 longevity bonuses on line Last Day to update End Temp Appt Date	11 <u>Pay Day</u> Enter T&L/Funding for 11/29/09-12/12/09 Run Project Award End Date report Prior, current and future pay period transactions processed View 11/29/09-12/12/09 longevity bonuses on line	12 Last day of pay period 11/29/09-12/12/09
13 1 st Week of pay period 12/13/09-12/26/09	14 Last day to enter T&L/Funding for 11/29/09-12/12/09 Prior, current & future pay period transactions processed T & L Interface Files Due 12 Noon Run Time & Leave Error Report <u>Preliminary pay calc runs after 6 p.m.</u>	15 Run Time Entry Error Report T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs at 12 noon</u> No prior, current or future pay period transactions processed Print Dept Time Total Report for 11/29/09-12/12/09 <u>Final pay calc runs 6 p.m.</u>	16 HRIS View Only No Personnel Transactions Processed	17 Begin entering T&L/Funding for 12/13/09-12/26/09 Print 11/29/09-12/12/09 Time and Leave Accrual Report	18 Enter T&L/Funding for 12/13/09-12/26/09 Print 11/29/09-12/12/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 12/13/09-12/26/09</u>	19
20 2 nd Week of pay period 12/13/09-12/26/09 Week to enter on line address/phone updates for 12/13/09-12/26/09	21 Enter T&L/Funding for 12/13/09-12/26/09 Prior, current and future pay period transactions processed View 12/13/09-12/26/09 longevity bonuses on line	22 Enter T&L/Funding for 12/13/09-12/26/09 Prior, current and future pay period transactions processed Run Pos fund by Dept Report View 12/13/09-12/26/09 longevity bonuses on line	23 Enter T&L/Funding for 12/13/09-12/26/09 Prior, current and future pay period transactions processed View 12/13/09-12/26/09 longevity bonuses on line Print time docs for pay period 12/27/09-01/09/10	24 <u>Pay Day</u> Enter T&L/Funding for 12/13/09-12/26/09 Prior, current and future pay period transactions processed View 12/13/09-12/26/09 longevity bonuses on line Last Day to update End Temp Appt Date. Run Project Award End Date report	25 HR Closed Season Greetings State Holiday	26 Last day of pay period 12/13/09-12/26/09
Dec 27 1 st Week of pay period 12/27/09-01/09/10	Dec 28 HR Closed Last day to enter T&L/Funding for 12/13/09-12/26/09 T & L Interface Files Due 12 Noon Run Time & Leave Error Report <u>Preliminary pay calc runs after 6 p.m.</u>	Dec 29 HR Closed Run Time Entry Error Report T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u> Print Dept Time Total Report for 12/13/09-12/26/09 No prior, current & future pay period transactions processed <u>Final pay calc runs after 6 p.m.</u>	Dec 30 HR Closed HRIS View Only No Personnel Transactions Processed	Dec 31 HR Closed Begin entering T&L/Funding for 12/27/09-01/09/10 Print 12/13/09-12/26/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 12/27/09-01/09/10</u>	Jan 1 HR Closed New Years Day State Holiday	Jan 2