

HRIS SCHEDULE

FEBRUARY 2010

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Jan 31</p> <p>2nd Week of pay period 01/24/10-02/06/10 Week to enter on line address/phone updates for 01/24/10-02/06/10</p>	<p>Feb 1</p> <p>Enter T&amp;L/Funding for 01/24/10-02/06/10 Prior, current and future pay period transactions processed  View 01/24/10-02/06/10 longevity bonuses on line</p>	<p>Feb 2</p> <p>Enter T&amp;L/Funding for 01/24/10-02/06/10 <b>Run Pos Fund by Dept Report</b> Prior, current and future pay period transactions processed View 01/24/10-02/06/10 longevity bonuses on line</p>	<p>Feb 3</p> <p>Enter T&amp;L/Funding for 01/24/10-02/06/10 Prior, current and future pay period transactions processed View 01/24/10-02/06/10 longevity bonuses on line <b>Print time docs for pay period 02/07/10-02/20/10</b></p>	<p>Feb 4</p> <p>Enter T&amp;L/Funding for 01/24/10-02/06/10 Prior, current and future pay period transactions processed <b>Last Day to update End Temp Appt Date</b> View 01/24/10-02/06/10 longevity bonuses on line</p>	<p>Feb 5</p> <p><b>Pay Day</b> Enter T&amp;L/Funding for 01/24/10-02/06/10 <b>Run Project Award End Date report</b> Prior, current and future pay period transactions processed View 01/24/10-02/06/10 longevity bonuses on line</p>	<p>Feb 6</p> <p><b>Last day of pay period 01/24/10-02/06/10</b></p>
<p>7</p> <p>1<sup>st</sup> Week of pay period 02/07/10-02/20/10</p>	<p>8</p> <p>Last day to enter T&amp;L/Funding for 01/24/10-02/06/10  Run Time Entry Error Report  Prior, current and future pay period transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b></p>	<p>9</p> <p>Run Time Entry Error Report T&amp;L error detect/correct Record late time and leave  Prior, current and future pay period transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b></p>	<p>10</p> <p>T&amp;L error detect/correct Record late time and leave <b>Preliminary pay calc runs 12 noon</b> <b>No prior, current or future pay period transactions processed</b> Print Dept Time total Report for 01/24/10-02/06/10  <b>Final pay calc runs after 6 p.m.</b></p>	<p>11</p> <p><b>HRIS View Only No Personnel Transactions Processed</b></p>	<p>12</p> <p>Begin entering T&amp;L/Funding for 02/07/10-02/20/10  Print 01/24/10-02/06/10 Time and Leave Accrual Report  <b>Personnel transactions due in HR for 02/07/10-02/20/10</b></p>	<p>13</p>
<p>14</p> <p>2<sup>nd</sup> Week of pay period 02/07/10-02/20/10 Week to enter on line address/phone updates for 02/07/10-02/20/10</p>	<p>15</p> <p>Enter T&amp;L/Funding for 02/07/10-02/20/10  Prior, current and future pay period transactions processed  View 02/07/10-02/20/10 longevity bonuses on line</p>	<p>16</p> <p>Enter T&amp;L/Funding for 02/07/10-02/20/10  Prior, current and future pay period transactions processed  <b>Run Pos Fund by Dept Rpt</b>  View 02/07/10-02/20/10 longevity bonuses on line</p>	<p>17</p> <p>Enter T&amp;L/Funding for 02/07/10-02/20/10 Prior, current and future pay period transactions processed View 02/07/10-02/20/10 longevity bonuses on line  <b>Print time docs for pay period 02/21/10-03/06/10</b></p>	<p>18</p> <p>Enter T&amp;L/Funding for 02/07/10-02/20/10 Prior, current and future pay period transactions processed <b>Last day to update End Temp Appt date</b> View 02/07/10-02/20/10 longevity bonuses on line</p>	<p>19</p> <p><b>Pay Day</b> Enter T&amp;L/Funding for 02/07/10-02/20/10 <b>Run Project Award End Date Report</b> Prior, current and future pay period transactions processed  View 02/07/10-02/20/10 longevity bonuses on line</p>	<p>20</p> <p><b>Last day of pay period 02/07/10-02/20/10</b></p>
<p>21</p> <p>1<sup>st</sup> Week of pay period 02/21/10-03/06/10</p>	<p>22</p> <p>Last day to enter T&amp;L/Funding for 02/07/10-02/20/10  Run Time Entry Error Report  Prior, current and future pay period transactions processed <b>T &amp; L Interface files due 4:30 p.m.</b></p>	<p>23</p> <p>T&amp;L error detect/correct Record late and leave  Prior, current and future pay period transactions processed  <b>Preliminary pay calc runs after 6 p.m.</b></p>	<p>24</p> <p>T&amp;L error detect/correct Record late time and leave <b>Preliminary pay calc runs 12 noon</b> No prior, current or future pay period transactions processed Print Dept Time Total Report for 02/07/10-02/20/10  <b>Final pay calc runs after 6 p.m.</b></p>	<p>25</p> <p><b>HRIS View Only No Personnel transactions Processed</b></p>	<p>26</p> <p>Begin entering T&amp;L/Funding for 02/21/10-03/06/10  Print 02/07/10-02/20/10 Time and Leave Accrual Report  <b>Personnel transactions due in HR for 02/21/10-03/06/10</b></p>	<p>27</p>
<p>February 28</p> <p>2<sup>nd</sup> Week of pay period 02/21/10-03/06/10 Week to enter on line address/phone updates for 02/21/10-03/06/10</p>	<p>March 1</p> <p>Enter T&amp;L/Funding for 02/21/10-03/06/10  Prior, current and future pay period transactions processed  View 02/21/10-03/06/10 longevity bonuses on line</p>	<p>March 2</p> <p>Enter T&amp;L/Funding for 02/21/10-03/06/10 Prior, current and future pay period transactions processed  <b>Run Pos Fund by Dept Rpt</b>  View 02/21/10-03/06/10 longevity bonuses on line</p>	<p>March 3</p> <p>Enter T&amp;L/Funding for 02/21/10-03/06/10 Prior, current and future pay period transactions processed View 02/21/10-03/06/10 longevity bonuses on line  <b>Print time docs for pay period 03/07/10-03/20/10</b></p>	<p>March 4</p> <p>Enter T&amp;L/Funding for 02/21/10-03/06/10 Prior, current and future pay period transactions processed <b>Last day to update End Temp Appt date</b> View 02/21/10-03/06/10 longevity bonuses on line</p>	<p>March 5</p> <p><b>Pay Day</b> Enter T&amp;L/Funding for 02/21/10-03/06/10 <b>Run Project Award End Date Report</b> Prior, current and future pay period transactions processed  View 02/21/10-03/06/10 longevity bonuses on line</p>	<p>March 6</p> <p><b>Last day of pay period 02/21/10-03/06/10</b></p>