

HRIS SCHEDULE

FEBRUARY 2012

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Jan 29</p> <p>2nd Week of pay period 01/22/12-02/04/12</p> <p>Week to enter on line address/phone updates for 01/22/12-02/04/12</p>	<p>Jan 30</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Jan 31</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Run Pos Fund by Dept Report</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Feb 1</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p> <p>Print time docs for pay period 02/05/12-02/18/12</p>	<p>Feb 2</p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>Feb 3</p> <p><i>Pay Day</i></p> <p>Enter T&L/Funding for 01/22/12-02/04/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Run Project Award End Date report</p> <p>View 01/22/12-02/04/12 longevity bonuses on line</p>	<p>Feb 4</p> <p>Last day of pay period 01/22/12-02/04/12</p>
<p>5</p> <p>1st Week of pay period 02/05/12-02/18/12</p>	<p>6</p> <p>Last day to enter T&L/Funding for 01/22/12-02/04/12</p> <p>Run Time Entry Error Report</p> <p>Prior, current and future pay period transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>7</p> <p>Run Time Entry Error Report T&L error detect/correct Record late time and leave</p> <p>Prior, current and future pay period transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>8</p> <p>T&L error detect/correct Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No prior, current or future pay period transactions processed</p> <p>Print Dept Time total Report for 01/22/12-02/04/12</p> <p>Final pay calc runs after 6 p.m.</p>	<p>9</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>10</p> <p>Begin entering T&L/Funding for 02/05/12-02/18/12</p> <p>Run 01/22/12-02/04/12 Leave Accrual Report</p> <p>Final day to submit personnel transactions to HR for 02/05/12- 02/18/12</p>	<p>11</p>
<p>12</p> <p>2nd Week of pay period 02/05/12-02/18/12</p> <p>Week to enter on line address/phone updates for 02/05/12-02/18/12</p>	<p>13</p> <p>Enter T&L/Funding for 02/05/12-02/18/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/05/12-02/18/12 longevity bonuses on line</p>	<p>14</p> <p>Enter T&L/Funding for 02/05/12-02/18/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Run Pos Fund by Dept Rpt</p> <p>View 02/05/12-02/18/12 longevity bonuses on line</p>	<p>15</p> <p>Enter T&L/Funding for 02/05/12-02/18/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/05/12-02/18/12 longevity bonuses on line</p> <p>Print time docs for pay period 02/19/12-03/03/12</p>	<p>16</p> <p>Enter T&L/Funding for 02/05/12-02/18/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Last day to update End Temp Appt date</p> <p>View 02/05/12-02/18/12 longevity bonuses on line</p>	<p>17</p> <p><i>Pay Day</i></p> <p>Enter T&L/Funding for 02/05/12-02/18/12</p> <p>Run Project Award End Date Report</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/05/12-02/18/12 longevity bonuses on line</p>	<p>18</p> <p>Last day of pay period 02/05/12-02/18/12</p>
<p>19</p> <p>1st Week of pay period 02/19/12-03/03/12</p>	<p>20</p> <p>Last day to enter T&L/Funding for 02/05/12-02/18/12</p> <p>Run Time Entry Error Report</p> <p>Prior, current and future pay period transactions processed</p> <p>T & L Interface files due 4:30 p.m.</p>	<p>21</p> <p>T&L error detect/correct Record late and leave</p> <p>Prior, current and future pay period transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>22</p> <p>T&L error detect/correct Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No prior, current or future pay period transactions processed</p> <p>Print Dept Time Total Report for 02/05/12-02/18/12</p> <p>Final pay calc runs after 6 p.m.</p>	<p>23</p> <p>HRIS View Only No Personnel Transactions Processed</p>	<p>24</p> <p>Begin entering T&L/Funding for 02/19/12-03/03/12</p> <p>Run 02/05/12-02/18/12 Leave Accrual Report</p> <p>Final day to submit personnel transactions to HR for 02/19/12-03/03/12</p>	<p>25</p>
<p>Feb 26</p> <p>2nd Week of pay period 02/19/12-03/03/12</p> <p>Week to enter on line address/phone updates for 02/19/12-03/03/12</p>	<p>Feb 27</p> <p>Enter T&L/Funding for 02/19/12-03/03/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/19/12-03/03/12 longevity bonuses on line</p>	<p>Feb 28</p> <p>Enter T&L/Funding for 02/19/12-03/03/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Run Pos Fund by Dept Rpt</p> <p>View 02/19/12-03/03/12 longevity bonuses on line</p>	<p>Feb 29</p> <p>Enter T&L/Funding for 02/19/12-03/03/12</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/19/12-03/03/12 longevity bonuses on line</p> <p>Print time docs for pay period 03/04/12-03/17/12</p>	<p>Mar 1</p> <p>Enter T&L/Funding for 02/19/12-03/03/12</p> <p>Prior, current and future pay period transactions processed</p> <p>Last day to update End Temp Appt date</p> <p>View 02/19/12-03/03/12 longevity bonuses on line</p>	<p>Mar 2</p> <p><i>Pay Day</i></p> <p>Enter T&L/Funding for 02/19/12-03/03/12</p> <p>Run Project Award End Date Report</p> <p>Prior, current and future pay period transactions processed</p> <p>View 02/19/12-03/03/12 longevity bonuses on line</p>	<p>Mar 3</p> <p>Last day of pay period 02/19/12-03/03/12</p>