

HRIS SCHEDULE

JANUARY 2010

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 27 1 st Week of pay period 12/27/09-01/09/10	Dec 28 <i>HR Closed</i> 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 <i>HR Closed</i> 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 <i>HR Closed</i> <i>HRIS View Only</i> No Personnel Transactions Processed	Dec 31 <i>HR Closed</i> 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 <i>HR Closed</i> New Years Day State Holiday	Jan 2
3 2 nd Week of pay period 12/27/09-01/09/10 Week to enter on line Address/phone updates for 12/27/09-01/09/10	4 Enter T&L/Funding for 12/27/09-01/09/10 Prior, current and future pay period transactions processed View 12/27/09-01/09/10 longevity bonuses on line	5 Enter T&L/Funding for 12/27/09-01/09/10 Run Pos Fund by Dept Report Prior, current and future pay period transactions processed View 12/27/09-01/09/10 longevity bonuses on line	6 Enter T&L/Funding for 12/27/09-01/09/10 Prior, current and future pay period transactions processed View 12/27/09-01/09/10 longevity bonuses on line Print time docs for pay period 01/10/10-01/23/10	7 Enter T&L/Funding for 12/27/09-01/09/10 Prior, current and future pay period transactions processed View 12/27/09-01/09/10 longevity bonuses on line Last Day to update End Temp Appt Date	8 <u>Pay Day</u> Enter T&L/Funding for 12/27/09-01/09/10 Run Project Award End Date report Prior, current and future pay period transactions processed View 12/27/09-01/09/10 longevity bonuses on line	9 Last day of pay period 12/27/09-01/09/10
10 1 st Week of pay period 01/10/10-01/23/10	11 Last day to enter T&L/Funding for 12/27/09-01/09/10 Prior, current and future pay period Transactions processed T & L Interface files due 11:30 a m <u>Preliminary pay calc runs after 6 p.m.</u>	12 Run Time Entry Error Report 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 12/27/09-01/09/10 <u>Final pay calc runs after 6 p.m.</u>	13 <i>HRIS View Only</i> No Personnel Transactions Processed	14 Begin entering time and leave for 01/10/10-01/23/10 Print 12/27/09-01/09/10 Time and Leave Accrual Report <u>Personnel transactions due in HR for 01/10/10-01/23/10</u>	15 Enter T&L/Funding for 01/10/10-01/23/10 View 01/10/10-01/23/10 longevity bonuses on line Prior, current and future pay period transactions processed	16
17 2nd Week of pay period 01/10/10-01/23/10 Week to enter on line address/phone updates for 01/10/10-01/23/10	18 Martin Luther King Day State Holiday Enter T&L/Funding for 01/10/10-01/23/10 Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line	19 Enter T&L/Funding for 01/10/10-01/23/10 Run Pos Fund by Dept Report Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line	20 Enter T&L/Funding for 01/10/10-01/23/10 Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line Print time docs for pay period 01/24/10-02/06/10	21 Enter T&L/Funding for 01/10/10-01/23/10 Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line Last day to feed transfers to FIS Last Day to update End Temp Appt Date	22 <u>Pay Day</u> Enter T&L/Funding for 01/10/10-01/23/10 Run Project Award End Date report Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line	23 Last day of pay period 01/10/10-01/23/10
Jan 24 1 st Week of pay period 01/24/10-02/06/10	Jan 25 Last day to enter T&L/Funding for 01/10/10-01/23/10 Run Time Entry Error Report Prior, current & future pay period transactions processed T & L Interface files due 4:30 p.m.	Jan 26 Run Time Entry Error Report T&L error detect/correct Record late time and leave Prior, current and future pay period transactions processed <u>Preliminary pay calc runs after 6 p.m.</u>	Jan 27 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 01/10/10-01/23/10 <u>Final pay calc runs after 6 p.m.</u>	Jan 28 <i>HRIS View Only</i> No Personnel Transactions Processed	Jan 29 Begin entering time and leave for 01/24/10-02/06/10 Prior, current and future pay period transactions processed View 01/10/10-01/23/10 longevity bonuses on line <u>Personnel transactions due in HR for 01/24/10-02/06/10</u>	Jan 30
Jan 31 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	Feb 1 Enter T&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	Feb 2 Enter T&L/Funding for 01/24/10-02/06/10 Run Pos Fund by Dept Report Prior, current and future pay period transactions processed View 01/24/10-02/06/10 longevity bonuses on line	Feb 3 Enter T&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 Print time docs for pay period 02/07/10-02/20/10	Feb 4 Enter T&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 Last Day to update End Temp Appt Date	Feb 5 Enter T&L/Funding for 01/24/10-02/06/10 Prior, current and future pay period transactions processed Run Project Award End Date report View 01/24/10-02/06/10 longevity bonuses on line	Feb 6 Last day of pay period 01/24/10-02/06/10