

HRIS SCHEDULE

July 2004

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>June 27</p> <p>2nd Week of pay period 06/20/04-07/03/04 Week to enter on line address/phone updates for 06/20/04-07/03/04</p>	<p>June 28</p> <p>Enter time and leave for 06/20/04-07/03/04 Prior, current and future pay period transactions processed View 06/06/04-06/19/04 longevity bonuses on line</p>	<p>June 29</p> <p>Enter time and leave for 06/20/04-07/03/04 Prior, current and future pay period transactions processed View 06/06/04-06/19/04 longevity bonuses on line</p>	<p>June 30</p> <p>Enter time and leave for 06/20/04-07/03/04 Prior, current and future pay period transactions processed View 06/20/04-07/03/04 longevity bonuses on line Print time docs for pay period 07/04/04-07/17/04</p>	<p>July 1</p> <p>Enter time and leave for 06/20/04-07/03/04 Last day to update End Term Appt date Prior, current and future pay period transactions processed View 06/20/04-07/03/04 longevity bonuses on line</p>	<p>July 2</p> <p>Pay Day Enter time and leave for 06/20/04-07/03/04 Prior, current and future pay period transactions processed View 06/20/04-07/03/04 longevity bonuses on line</p>	<p>July 3</p> <p>Last day of pay period 06/20/04-07/03/04</p>
<p>4</p> <p>1st Week of pay period 07/04/04-07/17/04</p>	<p>5</p> <p>Independence Day Observed</p>	<p>6</p> <p>Last day to enter time and leave for 06/20/04-07/03/04 Run Time & Leave Error Report T & L Interface files due 12 Noon. Prior, current and future pay period transactions processed Preliminary pay calc runs after 6 p.m.</p>	<p>7</p> <p>T & L error detection and correction Record late time and leave Preliminary pay calc runs 12 noon No prior, current or future pay period transactions processed Print Dept Time Total Report for 06/20/04-07/03/04 Final pay calc runs after 6 p.m.</p>	<p>8</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p>9</p> <p>Begin entering time and leave for 07/04/04-07/17/04 Print 06/20/04-07/03/04 Time and Leave Accrual Report Personnel transactions due in HR for 07/04/04-07/17/04</p>	<p>10</p>
<p>11</p> <p>2nd Week of pay period 07/04/04-07/17/04 Week to print Performance Review Due Report as of 8/31/04 and distribute to supervisors. Week to enter on line address/phone updates for 07/04/04-07/17/04</p>	<p>12</p> <p>Enter time and leave for 07/04/04-07/17/04 Prior, current and future pay period transactions processed View 07/04/04-07/17/04 longevity bonuses on line</p>	<p>13</p> <p>Enter time and leave for 07/04/04-07/17/04 Prior, current and future pay period transactions processed View 07/04/04-07/17/04 longevity bonuses on line</p>	<p>14</p> <p>Enter time and leave for 07/04/04-07/17/04 Prior, current and future pay period transactions processed View 07/04/04-07/17/04 longevity bonuses on line Print time docs for pay period 07/18/04-07/31/04</p>	<p>15</p> <p>Enter time and leave for 07/04/04-07/17/04 Last day to update End Term Appt date Prior, current and future pay period transactions processed View 07/04/04-07/17/04 longevity bonuses on line</p>	<p>16</p> <p>Pay Day Enter time and leave for 07/04/04-07/17/04 Prior, current and future pay period transactions processed View 07/04/04-07/17/04 longevity bonuses on line</p>	<p>17</p> <p>Last day of pay period 07/04/04-07/17/04</p>
<p>18</p> <p>1st Week of pay period 07/18/04-07/31/04</p>	<p>19</p> <p>Last day to enter time and leave for 07/04/04-07/17/04 Run Time & Leave Error Report Prior, current and future pay period transactions processed T & L Interface files due 5 p.m.</p>	<p>20</p> <p>T & L error detection & correction Record late time and leave Prior, current and future pay period transactions processed Preliminary pay calc runs after 6 p.m.</p>	<p>21</p> <p>T & L error detection and correction Record late time and leave Preliminary pay calc runs 12 noon No prior, current or future pay period transactions processed Print Dept Time Total Report for 07/04/04-07/17/04 Final pay calc runs after 6 p.m.</p>	<p>22</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p>23</p> <p>Begin entering time and leave for 07/18/04-07/31/04 Print 07/04/04-07/17/04 Time and Leave Accrual Report Personnel transactions due in HR for 07/18/04-07/31/04</p>	<p>24</p>
<p>25</p> <p>2nd Week of pay period 07/18/04-07/31/04 Week to enter on line address/phone updates for 07/18/04-07/31/04</p>	<p>26</p> <p>Enter time and leave for 07/18/04-07/31/04 Prior, current and future pay period transactions processed View 07/18/04-07/31/04 longevity bonuses on line</p>	<p>27</p> <p>Enter time and leave for 07/18/04-07/31/04 Prior, current and future pay period transactions processed View 07/18/04-07/31/04 longevity bonuses on line</p>	<p>28</p> <p>Enter time and leave for 07/18/04-07/31/04 Prior, current and future pay period transactions processed View 07/18/04-07/31/04 longevity bonuses on line Print time docs for pay period 08/01/04-08/14/04</p>	<p>29</p> <p>Enter time and leave for 07/18/04-07/31/04 Last day to update End Term Appt date Prior, current and future pay period transactions processed View 07/18/04-07/31/04 longevity bonuses on line</p>	<p>30</p> <p>Pay Day Enter time and leave for 07/18/04-07/31/04 Prior, current and future pay period transactions processed View 07/18/04-07/31/04 longevity bonuses on line</p>	<p>31</p> <p>Last day of pay period 07/18/04-07/31/04</p>