

HRIS SCHEDULE

June 2009

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>May 31</p> <p>1st Week of pay period 05/31/09-06/13/09</p>	<p>June 1</p> <p>Last day to enter T&L/Funding for 05/17/09-05/30/09 Run Time & Leave Error Report</p> <p>Prior, current and future pay period transactions processed</p> <p>T & L Interface files due 5 p.m.</p>	<p>June 2</p> <p>T&L error detect/correct Record late time and leave</p> <p>Prior, current and future pay period transactions processed</p> <p><u>Preliminary pay calc runs after 6 p.m.</u></p>	<p>June 3</p> <p>T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u></p> <p>No prior, current or future pay period transactions processed Print Dept Time Total Report for 05/17/09-05/30/09</p> <p><u>Final pay calc runs after 6 p.m.</u></p>	<p>June 4</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p>June 5</p> <p>Begin entering time and leave for 05/31/09-06/13/09</p> <p>Print 05/17/09-05/30/09 Time and Leave Accrual Report</p> <p><u>Personnel transactions due in HR for 05/31/09-06/13/09</u></p>	<p>June 6</p>
<p>7</p> <p>2nd Week of pay period 05/31/09-06/13/09</p> <p>Week to enter on line address/phone updates for 05/31/09-06/13/09</p>	<p>8</p> <p>Enter T&L/Funding for 05/31/09-06/13/09</p> <p>Prior, current and future pay period transactions processed</p> <p>View 05/31/09-06/13/09 longevity bonuses on line</p>	<p>9</p> <p>Enter T&L/Funding for 05/31/09-06/13/09</p> <p>Prior, current and future pay period transactions processed Run Pos Fund by Dept Rpt View 05/31/09-06/13/09 longevity bonuses on line</p>	<p>10</p> <p>Enter T&L/Funding for 05/31/09-06/13/09</p> <p>Prior, current and future pay period transactions processed View 05/31/09-06/13/09 longevity bonuses on line Print time docs for pay period 06/14/09-06/27/09</p>	<p>11</p> <p>Last supplemental processed for fiscal year 2009 Enter T&L/Funding for 05/31/09-06/13/09 Last day to update End Term Appt date Prior, current and future pay period transactions processed View 05/31/09-06/13/09 longevity bonuses on line</p>	<p>12</p> <p><u>Pay Day</u></p> <p>Enter T&L/Funding for 05/31/09-06/13/09 Last day to submit payroll transfers for fiscal year 2009 Prior, current and future pay period transactions processed Run Project Award End Date Report View 05/31/09-06/13/09 longevity bonuses on line Final day to submit retroactive funding transfers for FY 2009</p>	<p>13</p> <p>End of 12-month fiscal year appointments Last day of pay period 05/31/09-06/13/09</p> <p>FY 2009 Ends</p>
<p>14</p> <p>1st Week of pay period 06/14/09-06/27/09</p> <p>FY 2010 Begins</p> <p>12-month appointment or reappointment</p>	<p>15</p> <p>Last day to Enter T&L/Funding for 05/31/09-06/13/09 Run Time & Leave Error Report</p> <p>Prior, current and future pay period transactions processed</p> <p>T&L Interface files due 5 p.m.</p>	<p>16</p> <p>T&L error detect/correct Record late time and leave</p> <p>Prior, current and future pay period transactions processed</p> <p><u>Preliminary pay calc runs after 6 p.m.</u></p>	<p>17</p> <p>T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u></p> <p>No prior, current or future pay period transactions processed Print Dept Time Total Report for 05/31/09-06/13/09</p> <p><u>Final pay calc runs after 6 p.m.</u></p>	<p>18</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p>19</p> <p>Begin entering time and leave for 06/14/09-06/27/09</p> <p>Print 05/31/09-06/13/09 Time and Leave Accrual Report Prior, current and future pay period transactions processed</p> <p><u>Personnel transactions due in HR for 06/14/09-06/27/09</u></p>	<p>20</p>
<p>21</p> <p>2nd Week of pay period 06/14/09-06/27/09</p> <p>Week to enter on line address/phone updates for 06/14/09-06/27/09 Week to print Performance Review Due Report as of 07/31/09 and distribute to supervisors.</p>	<p>22</p> <p>Enter T&L/Funding for 06/14/09-06/27/09</p> <p>Prior, current and future pay period transactions processed</p> <p>View 06/14/09-06/27/09 longevity bonuses on line</p>	<p>23</p> <p>Enter T&L/Funding for 06/14/09-06/27/09</p> <p>Prior, current and future pay period transactions processed Run Pos Fund by Dept Rpt View 06/14/09-06/27/09 longevity bonuses on line</p>	<p>24</p> <p>Enter T&L/Funding for 06/14/09-06/27/09</p> <p>Prior, current and future pay period transactions processed View 06/14/09-06/27/09 longevity bonuses on line Print time docs for pay period 06/28/09-07/11/09</p>	<p>25</p> <p>Enter T&L/Funding for 06/14/09-06/27/09 Last day to update End Term Appt date Prior, current and future pay period transactions processed</p> <p>View 06/14/09-06/27/09 longevity bonuses on line</p>	<p>26</p> <p><u>Pay Day</u></p> <p>Enter T&L/Funding for 06/14/09-06/27/09</p> <p>Prior, current and future pay period transactions processed Run Project Award End Date Report View 06/14/09-06/27/09 longevity bonuses on line</p>	<p>27</p> <p>Last day of pay period 06/14/09-06/27/09</p>
<p>June 28</p> <p>1st Week of pay period 06/28/09-07/11/09</p> <p>Last day to Enter T&L/Funding for 06/14/09-06/27/09</p>	<p>June 29</p> <p>T&L error detect/correct Record late time and leave</p> <p>Run Time & Leave Error Report T&L Interface files due 12 noon.</p> <p><u>Preliminary pay calc runs after 6 p.m.</u></p>	<p>June 30</p> <p>T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u></p> <p>No prior, current or future pay period transactions processed Print Dept Time Total Report for 06/14/09-06/27/09</p> <p><u>Final pay calc runs after 6 p.m.</u></p>	<p>July 1</p> <p>HRIS View Only No Personnel transactions Processed</p>	<p>July 2</p> <p>Begin entering time and leave for 06/28/09-07/11/09 Print 06/14/09-06/27/09 Time and Leave Accrual Report Prior, current and future pay period transactions processed <u>Personnel transactions due in HR for 06/28/09-07/11/09</u></p>	<p>July 3</p> <p>Independence Day Observed</p>	<p>July 4</p>