

HRIS SCHEDULE

MARCH 2010

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
February 28 2 nd 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	March 1 Enter T&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	March 2 Enter T&L/Funding for 02/21/10-03/06/10 Prior, current and future pay period transactions processed Run Pos Fund by Dept Rpt View 02/21/10-03/06/10 longevity bonuses on line	March 3 Enter T&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 Print time docs for pay period 03/07/10-03/20/10	March 4 Enter T&L/Funding for 02/21/10-03/06/10 Last day to feed transfers to FIS Prior, current and future pay period transactions processed Last day to update End Temp Appt date View 02/21/10-03/06/10 longevity bonuses on line	March 5 Pay Day Enter T&L/Funding for 02/21/10-03/06/10 Run Project Award End Date Report Prior, current and future pay period transactions processed View 02/21/10-03/06/10 longevity bonuses on line	March 6 Last day of pay period 02/21/10-03/06/10
7 1 st Week of pay period 03/07/10-03/20/10	8 Last day to enter T&L/Funding for 02/21/10-03/06/10 Run Time Entry Error Report Prior, current and future pay period transactions processed T & L Interface files due 4:30 p.m.	9 T&L error detect/correct Record late time and leave Prior, current and future pay period transactions processed Preliminary pay calc runs after 6 p.m.	10 T&L error detect/correct 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 02/21/10-03/06/10 Final pay calc runs after 6 p.m.	11 HRIS View Only No Personnel transactions Processed	12 Begin entering T&L/Funding for 03/07/10-03/20/10 Print 02/21/10-03/06/10 Time and Leave Accrual Report Personnel transactions due in HR for 03/07/10-03/20/10	13
14 2 nd Week of pay period 03/07/10-03/20/10 Week to enter on line address/phone updates for 03/07/10-03/20/10	15 Enter T&L/Funding for 03/07/10-03/20/10 Prior, current and future pay period transactions processed View 03/07/10-03/20/10 longevity bonuses on line	16 Enter T&L/Funding for 03/07/10-03/20/10 Prior, current and future pay period transactions processed Run Pos Fund by Dept Rpt View 03/07/10-03/20/10 longevity bonuses on line	17 Enter T&L/Funding for 03/07/10-03/20/10 Prior, current and future pay period transactions processed View 03/07/10-03/20/10 longevity bonuses on line Print time docs for pay period 03/21/10-04/03/10	18 Enter T&L/Funding for 03/07/10-03/20/10 Prior, current and future pay period transactions processed Last day to update End Temp Appt date View 03/07/10-03/20/10 longevity bonuses on line	19 Pay Day Enter T&L/Funding for 03/07/10-03/20/10 Run Project Award End Date Report Prior, current and future pay period transactions processed View 03/07/10-03/20/10 longevity bonuses on line	20 Last day of pay period 03/07/10-03/20/10
21 1 st Week of pay period 03/21/10-04/03/10	22 Last day to enter T&L/Funding for 03/07/10-03/20/10 Run Time Entry Error Report Prior, current and future pay period transactions processed T & L Interface files due 4:30 p.m.	23 T&L error detect/correct Record late time and leave Prior, current and future pay period transactions processed Preliminary pay calc runs after 6 p.m.	24 T&L error detect/correct 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 03/07/10-03/20/10 Final pay calc runs after 6 p.m.	25 HRIS View Only No Personnel transactions Processed	26 Begin entering T&L/Funding for 03/21/10-04/03/10 Print 03/07/10-03/20/10 Time and Leave Accrual Report Personnel transactions due in HR for 03/21/10-04/03/10	27
March 28 2 nd Week of pay period 03/21/10-04/03/10 Week to enter on line address/phone updates for 03/21/10-04/03/10	March 29 Enter T&L/Funding for 03/21/10-04/03/10 Prior, current and future pay period transactions processed View 03/21/10-04/03/10 longevity bonuses on line	March 30 Enter T&L/Funding for 03/21/10-04/03/10 Prior, current and future pay period transactions processed Run Pos Fund by Dept Rpt View 03/21/10-04/03/10 longevity bonuses on line	March 31 Enter T&L/Funding for 03/21/10-04/03/10 Prior, current and future pay period transactions processed View 03/21/10-04/03/10 longevity bonuses on line Print time docs for pay period 04/04/10-04/17/10	April 1 Enter T&L/Funding for 03/21/10-04/03/10 Prior, current and future pay period transactions processed Last day to update End Temp Appt date View 03/21/10-04/03/10 longevity bonuses on line	April 2 Pay Day Enter T&L/Funding for 03/21/10-04/03/10 Run Project Award End Date Report Prior, current and future pay period transactions processed View 03/21/10-04/03/10 longevity bonuses on line	April 3 Last day of pay period 03/21/10-04/03/10