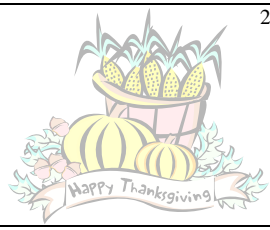


HRIS SCHEDULE

NOVEMBER 2009

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1 st Week of pay period 11/01/09-11/14/09 Prior, current & future pay period transactions processed	2 Last day to enter T&L/Funding for 10/18/09-10/31/09 T & L Interface files due 12 Noon Prior, current & future pay period transactions processed Run Time & Leave Error Report <u>Preliminary pay calc runs after 6 p.m.</u>	3 T &L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u> Print Dept Time Total Report for 10/18/09-10/31/09 No prior, current or future pay period transactions processed <u>Final pay calc runs after 6 p.m.</u>	4 HRIS View Only No Personnel Transactions Processed	5 Begin entering T&L/Funding for 11/01/09-11/14/09 Print 10/18/09-10/31/09 Time and Leave Accrual Report	6 Enter T&L/Funding for 11/01/09-11/14/09 Print 10/18/09-10/31/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 11/01/09-11/14/09</u>	7
8 2 nd Week of pay period 11/01/09-11/14/09 Week to enter on line address/phone updates for 11/01/09-11/14/09 Week to print Performance Review Due Report as of 12/31/09 and distribute to supervisors.	9 Enter T&L/Funding for 11/01/09-11/14/09 Prior, current & future pay period transactions processed View 11/01/09-11/14/09 longevity bonuses on line	10 Enter T&L/Funding for 11/01/09-11/14/09 Prior, current & future pay period transactions processed Run Pos Fund by Dept Report View 11/01/09-11/14/09 longevity bonuses on line	11 Veteran's Day Enter T&L/Funding for 11/01/09-11/14/09 Prior, current & future pay period transactions processed View 11/01/09-11/14/09 longevity bonuses on line Print time docs for pay period 11/15/09-11/28/09	12 Enter T&L/Funding for 11/01/09-11/14/09 Prior, current & future pay period transactions processed View 11/01/09-11/14/09 longevity bonuses on line Last Day to update End Temp Appt Date	13 Pay Day Enter T&L/Funding for 11/01/09-11/14/09 Run Project Award End Date report Prior, current & future pay period transactions processed View 11/01/09-11/14/09 longevity bonuses on line	14 Last day of pay period 11/01/09-11/14/09
15 1 st Week of pay period 11/15/09-11/28/09 Last day to enter T&L/Funding for 11/01/09-11/14/09 T & L Interface files due 5 p.m. <u>Preliminary pay calc runs after 6 p.m.</u>	16 T &L error detect/correct Record late time and leave Run Time & Leave Error Report <u>Preliminary pay calc runs 12 noon</u> No prior, current or future pay period transactions processed Print Dept Time Total Report for 11/01/09-11/14/09 <u>Final pay calc runs after 6 p.m.</u>	17 HRIS View Only No Personnel Transactions Processed	18 Begin entering T&L/Funding for 11/15/09-11/28/09 Print 11/01/09-11/14/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 11/15/09-11/28/09</u>	19 Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed	20 Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed	21 Holiday Special: Time documents may be printed for two pay periods, (11/29/09-12/12/09&12/13/09-12/26/09) on November 25.
22 2 nd Week of pay period 11/15/09-11/28/09 Week to enter on line address/phone updates for 11/15/09-11/28/09	23 Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed View 11/15/09-11/28/09 longevity bonuses on line	24 Enter T&L/Funding for 11/15/09-11/28/09 Last day to update End Temp Date Prior, current & future pay period transactions processed Run Pos Fund by Dept Report View 11/15/09-11/28/09 longevity bonuses on line	25 PavDay Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed. View 11/15/09-11/28/09 longevity bonuses on line Run Project Award End date report Print time docs for pay periods 11/29/09-12/12/09 & 12/13/09-12/26/09	26 	27 Thanksgiving Friday	28 Last day of pay period 11/15/09-11/28/09
November 29 1 st Week of pay period 11/29/09-12/12/09	November 30 Last day to Enter T&L/Funding for 11/15/09-11/28/09 Prior, current & future pay period transactions processed Run Time & Leave Error Report T & L Interface files due 5 p.m.	December 1 T&L error detect/correct Record late time and leave Prior, current & future pay period transactions processed <u>Preliminary pay calc runs after 6 p.m.</u>	December 2 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 11/15/09-11/28/09 <u>Final pay calc runs after 6 p.m.</u>	December 3 HRIS View Only No Personnel Transactions Processed	December 4 Begin entering time and leave for 11/29/09-12/12/09 Print 11/15/09-11/28/09 Time and Leave Accrual Report <u>Personnel transactions due in HR for 11/29/09-12/12/09</u>	December 5