

HRIS SCHEDULE

OCTOBER 2009

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Sept 27</p> <p>2nd Week of pay period 09/20/09-10/03/09</p> <p>Week to enter on line address/phone updates for 09/20/09-10/03/09</p>	<p>Sept 28</p> <p>Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 09/20/09-10/03/09 longevity bonuses on line</p>	<p>Sept 29</p> <p>Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Prior, current & future pay period transactions processed</p> <p>Run Pos Fund by Dept Report View 09/20/09-10/03/09 longevity bonuses on line</p>	<p>Sept 30</p> <p>Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 09/20/09-10/03/09 longevity bonuses on line</p> <p>Print time docs for pay period 10/04/09-10/17/09</p>	<p>Oct 1</p> <p>Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 09/20/09-10/03/09 longevity bonuses on line</p> <p>Last day to update End Temp Appt date</p>	<p>Oct 2</p> <p>Pay Day</p> <p>Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Run Project Award End Date Report Prior, current & future pay period transactions processed</p> <p>View 09/20/09-10/03/09 longevity bonuses on line</p>	<p>Oct 3</p> <p>Last day of pay period 09/20/09-10/03/09</p>
<p>4</p> <p>1st Week of pay period 10/04/09-10/17/09</p>	<p>5</p> <p>Last day to Enter T&L/Funding for 09/20/09-10/03/09</p> <p>Prior, current & future pay period transactions processed</p> <p>Run Time & Leave Error Report</p> <p>T & L Interface files due 5 p.m.</p>	<p>6</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>Prior, current & future pay period transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>7</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No prior, current or future pay period transactions processed</p> <p>Print Dept Time Total Report for 09/20/09-10/03/09</p> <p>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 T&L for 10/04/09- 10/17/09</p> <p>Print 09/20/09-10/03/09 Time and Leave Accrual report</p> <p>Personnel transactions due in HR for 10/04/09-10/17/09</p>	<p>10</p>
<p>11</p> <p>2nd Week of pay period 10/04/09-10/17/09</p> <p>Week to enter on line address/phone updates for 10/04/09-10/17/09</p> <p>Week to print Performance Review Due Report as of 11/30/09 and distribute to supervisors.</p>	<p>12</p> <p>Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/04/09-10/17/09 longevity bonuses on line</p>	<p>13</p> <p>Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Prior, current & future pay period transactions processed</p> <p>Run Pos Fund by Dept Report View 10/04/09-10/17/09 longevity bonuses on line</p>	<p>14</p> <p>Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/04/09-10/17/09 longevity bonuses on line</p> <p>Print time docs for pay period 10/18/09-10/31/09</p>	<p>15</p> <p>Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/04/09-10/17/09 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>16</p> <p>Pay Day</p> <p>Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Run Project Award End Date Report Prior, current & future pay period transactions processed</p> <p>View 10/04/09-10/17/09 longevity bonuses on line</p>	<p>17</p> <p>Last day of pay period 10/04/09-10/17/09</p>
<p>18</p> <p>1st Week of pay period 10/18/09-10/31/09</p>	<p>19</p> <p>Last day to Enter T&L/Funding for 10/04/09-10/17/09</p> <p>Prior, current & future pay period transactions processed</p> <p>Run Time & Leave Error Report</p> <p>T & L Interface files due 5 p.m.</p>	<p>20</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>Prior, current & future pay period transactions processed</p> <p>Preliminary pay calc runs after 6 p.m.</p>	<p>21</p> <p>T&L error detect/correct</p> <p>Record late time and leave</p> <p>Preliminary pay calc runs 12 noon</p> <p>No prior, current or future pay period transactions processed</p> <p>Print Dept Time Total Report for 10/04/09- 10/17/09</p> <p>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 10/18/09-10/31/09</p> <p>Print 10/04/09-10/17/09 Time and Leave Accrual Report</p> <p>Personnel transactions due in HR for 10/18/09-10/31/09</p>	<p>24</p>
<p>25</p> <p>2nd Week of pay period 10/18/09-10/31/09</p> <p>Week to enter on line address/phone updates for 10/18/09-10/31/09</p>	<p>26</p> <p>Enter T&L/Funding for 10/18/09-10/31/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/18/09-10/31/09 longevity bonuses on line</p>	<p>27</p> <p>Enter T&L/Funding for 10/18/09-10/31/09</p> <p>Prior, current & future pay period transactions processed</p> <p>Run Pos Fund by Dept Report View 10/18/09-10/31/09 longevity bonuses on line</p>	<p>28</p> <p>Enter T&L/Funding for 10/18/09-10/31/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/18/09-10/31/09 longevity bonuses on line</p> <p>Print time docs for pay period 11/01/09-11/14/09</p>	<p>29</p> <p>Enter T&L/Funding for 10/18/09-10/31/09</p> <p>Prior, current & future pay period transactions processed</p> <p>View 10/18/09-10/31/09 longevity bonuses on line</p> <p>Last Day to update End Temp Appt Date</p>	<p>30</p> <p>Pay Day</p> <p>Enter T&L/Funding for 10/18/09-10/31/09</p> <p>Run Project Award End Date Report Prior, current & future pay period transactions processed</p> <p>View 10/18/09-10/31/09 longevity bonuses on line</p>	<p>31</p> <p>Last day of pay period 10/18/09-10/31/09</p>