

HRIS SCHEDULE

SEPTEMBER 2008

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 31 2 nd Week of pay period 08/24/08-09/06/08 Week to enter on line address/phone updates for 08/24/08-09/06/08	Sept 1 Labor Day	2 Enter T&L/Funding for 08/24/08-09/06/08 Prior, current & future pay period transactions processed Run Pos Fund by Dept report View 08/24/08-09/06/08 longevity bonuses on line	3 Enter T&L/Funding for 08/24/08-09/06/08 Prior, current & future pay period transactions processed View 08/24/08-09/06/08 longevity bonuses on line Print time docs for pay period 09/07/08-09/20/08	4 Enter T&L/Funding for 08/24/08-09/06/08 Prior, current & future pay period transactions processed View 08/24/08-09/06/08 longevity line bonuses on line Last day to update End Temp Appt date	5 <u>Pay Day</u> Enter T&L/Funding for 08/24/08-09/06/08 Run Project Award End Date Report Prior, current & future pay period transactions processed View 08/24/08-09/06/08 longevity bonuses on line	6 Last day of pay period 08/24/08-09/06/08
7 1 st Week of pay period 09/07/08-09/20/08	8 Last day to Enter T&L/Funding for 08/24/08-09/06/08 Run Time & Leave Error Report Prior, current & future pay period transactions processed T & L Interface files due 5 p.m.	9 T&L error detect/correct Record late time and leave Prior, current & future pay period transactions processed Run Time & Leave Error Report <u>Preliminary pay calc runs after 6 p.m.</u>	10 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 08/24/08-09/06/08 <u>Final pay calc runs after 6 p.m.</u>	11 HRIS View Only No Personnel Transactions Processed	12 Begin entering time and leave for 09/07/08-09/20/08 Print 08/24/08-09/06/08 Time and Leave Accrual Report <u>Personnel transactions due in HR for 09/07/08-09/20/08</u>	13
14 2 nd Week of pay period 09/07/08-09/20/08 Week to enter on line address/phone updates for 09/07/08-09/20/08 Week to print Performance Review Due Report as of 10/31/08 and distribute to supervisors.	15 Enter T&L/Funding for 09/07/08-09/20/08 Prior, current & future pay period transactions processed View 09/07/08-09/20/08 longevity bonuses on line	16 Enter T&L/Funding for 09/07/08-09/20/08 Prior, current & future pay period transactions processed Run Pos Fund by Dept report View 09/07/08-09/20/08 longevity bonuses on line	17 Enter T&L/Funding for 09/07/08-09/20/08 Prior, current & future pay period transactions processed View 09/07/08-09/20/08 longevity bonuses on line Print time docs for pay period 09/21/08-10/04/08	18 Enter T&L/Funding for 09/07/08-09/20/08 Prior, current & future pay period transactions processed View 09/07/08-09/20/08 longevity bonuses on line Last day to update End Temp Appt date	19 <u>Pay Day</u> Enter T&L/Funding for 09/07/08-09/20/08 Run Project Award End Date Report Prior, current & future pay period transactions processed View 09/07/08-09/20/08 longevity bonuses on line	20 Last day of pay period 09/07/08-09/20/08
Sept 21 1 st Week of pay period 09/21/08-10/04/08	Sept 22 Last day to Enter T&L/Funding for 09/07/08-09/20/08 Run Time & Leave Error Report Prior, current & future pay period transactions processed T & L Interface files due 5 p.m.	Sept 23 T&L error detect/correct Record late time and leave Prior, current & future pay period transactions processed Run Time & Leave Error Report <u>Preliminary pay calc runs after 6 p.m.</u>	Sept 24 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 09/07/08-09/20/08 <u>Final pay calc runs after 6 p.m.</u>	Sept 25 HRIS View Only No Personnel Transactions Processed	Sept 26 Begin entering time and leave for 09/21/08-10/04/08 Print 09/07/08-09/20/08 Time and Leave Accrual Report <u>Personnel transactions due in HR for 09/21/08-10/04/08</u>	Sept 27
Sept 28 2 nd Week of pay period 09/21/08-10/04/08	Sept 29 Enter T&L/Funding for 09/21/08-10/04/08 Prior, current & future pay period transactions processed View 09/21/08-10/04/08 longevity bonuses on line	Sept 30 Enter T&L/Funding for 09/21/08-10/04/08 Prior, current & future pay period transactions processed Run Pos Fund by Dept report View 09/21/08-10/04/08 longevity bonuses on line	Oct 1 Enter T&L/Funding for 09/21/08-10/04/08 Prior, current & future pay period transactions processed View 09/21/08-10/04/08 longevity bonuses on line Print time docs for pay period 10/05/08-10/18/08	Oct 2 Enter T&L/Funding for 09/21/08-10/04/08 Prior, current & future pay period transactions processed View 09/21/08-10/04/08 longevity bonuses on line Last day to update End Temp Appt date	Oct 3 <u>Pay Day</u> Enter T&L/Funding for 09/21/08-10/04/08 Run Project Award End Date Report Prior, current & future pay period transactions processed View 09/21/08-10/04/08 longevity bonuses on line	Oct 4 Last day of pay period 09/21/08-10/04/08