

**HRIS SCHEDULE**

**SEPTEMBER 2009**

**HRIS SCHEDULE**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30 2 <sup>nd</sup> Week of pay period 08/23/09-09/05/09 Week to enter on line address/phone updates for 08/23/09-09/05/09	Aug 31 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed  View 08/23/09-09/05/09 longevity bonuses on line	Sep 1 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 08/23/09-09/05/09 longevity bonuses on line	Sep 2 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed View 08/23/09-09/05/09 longevity bonuses on line <b>Print time docs for pay period 09/06/09-09/19/09</b>	Sep 3 Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed View 08/23/09-09/05/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	Sep 4 <b>Pay Day</b> Enter T&L/Funding for 08/23/09-09/05/09 Prior, current & future pay period transactions processed <b>Run Project Award End Date Report</b> View 08/23/09-09/05/09 longevity bonuses on line	Sep 5 Last day of pay period 08/23/09-09/05/09
6 1 <sup>st</sup> Week of pay period 09/06/09-09/19/09	7 <b>Labor Day</b>	8 <b>Last day to Enter T&amp;L/Funding for 08/23/09-09/05/09</b> T&L error detect/correct Record late time and leave <b>T &amp; L Interface files due 12 Noon</b> Prior, current & future pay period transactions processed Run Time & Leave Error Report  <u>Preliminary pay calc runs after 6 p.m.</u>	9 T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u> <b>No prior, current or future pay period transactions processed</b> Print Dept Time Total Report for 08/23/09-09/05/09 <u>Final pay calc runs after 6 p.m.</u>	10 <b>HRIS View Only</b> <b>No Personnel Transactions Processed</b>	11 Begin entering time and leave for 09/06/09-09/19/09  Print 08/23/09-09/05/09 Time and Leave Accrual Report  <u>Personnel transactions due in HR for 09/06/09-09/19/09</u>	12
13 2 <sup>nd</sup> Week of pay period 09/06/09-09/19/09 Week to enter on line address/phone updates for 09/06/09-09/19/09  <b>Week to print Performance Review Due Report as of 10/31/09 and distribute to supervisors.</b>	14 Enter T&L/Funding for 09/06/09-09/19/09  Prior, current & future pay period transactions processed  View 09/06/09-09/19/09 longevity bonuses on line	15 Enter T&L/Funding for 09/06/09-09/19/09  Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rpt</b> View 09/06/09-09/19/09 longevity bonuses on line	16 Enter T&L/Funding for 09/06/09-09/19/09 Prior, current & future pay period transactions processed View 09/06/09-09/19/09 longevity bonuses on line <b>Print time docs for pay period 09/20/09-10/03/09</b>	17 Enter T&L/Funding for 09/06/09-09/19/09 Prior, current & future pay period transactions processed View 09/06/09-09/19/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	18 <b>Pay Day</b> Enter T&L/Funding for 09/06/09-09/19/09 <b>Run Project Award End Date Report</b> Prior, current & future pay period transactions processed  View 09/06/09-09/19/09 longevity bonuses on line	19 <b>Last day of pay period 09/06/09-09/19/09</b>
20 1 <sup>st</sup> Week of pay period 09/20/09-10/03/09	21 Last day to Enter T&L/Funding for 09/06/09-09/19/09 Run Time & Leave Error Report  Prior, current & future pay period transactions processed <b>T &amp; L Interface files due 5 p.m.</b>	22 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>	23 T&L error detect/correct Record late time and leave <u>Preliminary pay calc runs 12 noon</u> <b>No prior, current or future pay period transactions processed</b> Print Dept Time Total Report for 09/06/09-09/19/09 <u>Final pay calc runs after 6 p.m.</u>	24 <b>HRIS View Only</b> <b>No Personnel Transactions Processed</b>	25 Begin entering time and leave for 09/20/09-10/03/09  Print 09/06/09-09/19/09 Time and Leave Accrual Report  <u>Personnel transactions due in HR for 09/20/09-10/03/09</u>	26
Sept 27 2 <sup>nd</sup> Week of pay period 09/20/09-10/03/09 Week to enter on line address/phone updates for 09/06/09-09/19/09	Sept 28 Enter T&L/Funding for 09/20/09-10/03/09 Prior, current & future pay period transactions processed View 09/20/09-10/03/09 longevity bonuses on line	Sept 29 Enter T&L/Funding for 09/20/09-10/03/09 Prior, current & future pay period transactions processed <b>Run Pos Fund by Dept Rot</b> View 09/20/09-10/03/09 longevity bonuses on line	Sept 30 Enter T&L/Funding for 09/20/09-10/03/09 Prior, current & future pay period transactions processed View 09/20/09-10/03/09 longevity bonuses on line <b>Print time docs for pay period 10/04/09-10/17/09</b>	Oct 1 Enter T&L/Funding for 09/20/09-10/03/09 Prior, current & future pay period transactions processed View 09/20/09-10/03/09 longevity bonuses on line <b>Last day to update End Temp Appt date</b>	Oct 2 <b>Pay Day</b> Enter T&L/Funding for 09/20/09-10/03/09 <b>Run Project Award End Date Report</b> Prior, current & future pay period transactions processed View 09/20/09-10/03/09 longevity bonuses on line	Oct 3 <b>Last day of pay period 09/20/09-10/03/09</b>