

HRIS SCHEDULE

NOVEMBER 2008

HRIS SCHEDULE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
October 26 2nd Week of pay period 10/19/08-11/01/08 Week to enter on line address/phone updates for 10/19/08-11/01/08	October 27 Enter T&L/Funding for 10/19/08-11/01/08 Prior, current & future pay period transactions processed View 10/19/08-11/01/08 longevity bonuses on line	October 28 Enter T&L/Funding for 10/19/08-11/01/08 Prior, current & future pay period transactions processed Run Pos Fund by Dept Report View 10/19/08-11/01/08 longevity bonuses on line	October 29 Enter T&L/Funding for 10/19/08-11/01/08 Prior, current & future pay period transactions processed View 10/19/08-11/01/08 longevity bonuses on line Print time docs for pay period 11/02/08-11/15/08	October 30 Enter T&L/Funding for 10/19/08-11/01/08 Prior, current & future pay period transactions processed View 10/19/08-11/01/08 longevity bonuses on line Last Day to update End Temp Appt Date	October 31 Pay Day Enter T&L/Funding for 10/19/08-11/01/08 Run Project Award End Date Report Prior, current & future pay period transactions processed View 10/19/08-11/01/08 longevity bonuses on line	November 1 Last day of pay period 10/19/08-11/01/08
2 1 st Week of pay period 11/02/08-11/15/08 Prior, current & future pay period transactions processed	3 Last day to enter T&L/Funding for 10/19/08-11/01/08 Run Time & Leave Error Report T & L Interface files due 12 Noon Prior, current & future pay period transactions processed Preliminary pay calc runs after 6 p.m.	4 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 10/19/08-11/01/08 Final pay calc runs after 6 p.m.	5 HRIS View Only No Personnel Transactions Processed	6 Begin entering T&L/Funding for 11/02/08-11/15/08 Print 10/19/08-11/01/08 Time and Leave Accrual Report Personnel transactions due in HR for 11/02/08-11/15/08	7 Enter T&L/Funding for 11/02/08-11/15/08 Prior, current & future pay period transactions processed	8 Help Desk (785) 532-7722 Monday – Thursday 8:00 a.m. – 12:00 a.m. Friday 8:00 a.m.- 10:00 p.m. Saturday 1:00 p.m. - 10:00 p.m.
9 2 nd Week of pay period 11/02/08-11/15/08 Week to enter on line address/phone updates for 11/02/08-11/15/08 Week to print Performance Review Due Report as of 12/31/08 and distribute to supervisors.	10 Enter T&L/Funding for 11/02/08-11/15/08 Prior, current & future pay period transactions processed View 11/02/08-11/15/08 longevity bonuses on line	11 Veteran's Day Enter T&L/Funding for 11/02/08-11/15/08 Prior, current & future pay period transactions processed Run Pos Fund by Dept Report View 11/02/08-11/15/08 longevity bonuses on line	12 Enter T&L/Funding for 11/02/08-11/15/08 Prior, current & future pay period transactions processed View 11/02/08-11/15/08 longevity bonuses on line Print time docs for pay period 11/16/08-11/29/08	13 Enter T&L/Funding for 11/02/08-11/15/08 Prior, current & future pay period transactions processed View 11/02/08-11/15/08 longevity bonuses on line Last Day to update End Temp Appt Date	14 Pay Day Enter T&L/Funding for 11/02/08-11/15/08 Run Project Award End Date report Prior, current & future pay period transactions processed View 11/02/08-11/15/08 longevity bonuses on line	15 Last day of pay period 11/02/08-11/15/08
16 1 st Week of pay period 11/16/08-11/29/08 Last day to enter T&L/Funding for 11/02/08-11/15/08 T & L Interface files due 5 p.m. Preliminary pay calc runs after 6 p.m.	17 T &L error detect/correct Record late time and leave Run Time & Leave Error Report Preliminary pay calc runs 12 noon No prior, current or future pay period transactions processed Print Dept Time Total Report for 11/02/08-11/15/08 Final pay calc runs after 6 p.m.	18 HRIS View Only No Personnel Transactions Processed	19 Begin entering T&L/Funding for 11/16/08-11/29/08 Print 11/02/08-11/15/08 Time and Leave Accrual Report Personnel transactions due in HR for 11/16/08-11/29/08	20 Enter T&L/Funding for 11/16/08-11/29/08 Prior, current & future pay period transactions processed	21 Enter T&L/Funding for 11/16/08-11/29/08 Prior, current & future pay period transactions processed	22 Holiday Special: Time documents may be printed for two pay periods, (11/30/08-12/13/08 & 12/14/08-12/27/08) on November 26.
23 2nd Week of pay period 11/16/08-11/29/08 Week to enter on line address/phone updates for 11/16/08-11/29/08	24 Enter T&L/Funding for 11/16/08-11/29/08 Prior, current & future pay period transactions processed View 11/16/08-11/29/08 longevity bonuses on line	25 Enter T&L/Funding for 11/16/08-11/29/08 Last day to update End Temp Date Prior, current & future pay period transactions processed Run Pos Fund by Dept Report View 11/16/08-11/29/08 longevity bonuses on line	26 PayDay Enter T&L/Funding for 11/16/08-11/29/08 Prior, current & future pay period transactions processed. View 11/16/08-11/29/08 longevity bonuses on line Run Project Award End date report Print time docs for pay periods 11/30/08-12/13/08 & 12/14/08-12/27/08	27 	28 Thanksgiving Friday	29 Last day of pay period 11/16/08-11/29/08
November 30 1 st Week of pay period 11/30/08-12/13/08	December 1 Last day to Enter T&L/Funding for 11/16/08-11/29/08 Prior, current & future pay period transactions processed Run Time & Leave Error Report T & L Interface files due 5 p.m.	December 2 T&L error detect/correct Record late time and leave Prior, current & future pay period transactions processed Preliminary pay calc runs after 6 p.m.	December 3 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 11/16/08-11/29/08 Final pay calc runs after 6 p.m.	December 4 HRIS View Only No Personnel Transactions Processed	December 5 Begin entering time and leave for 11/30/08-12/13/08 Print 11/16/08-11/29/08 Time and Leave Accrual Report Personnel transactions due in HR for 11/30/08-12/13/08	December 6