

HR/Pay Calendar for Time and Absence Approvals November 2017 – January 2018 (Financials Systems Implementation and Holidays)

This is notification of early deadlines for Time and Absence necessitated by the change in [KU's financial systems \(FITC\)](#), holidays in November, December, and January, and State of Kansas (SOKS) payroll file receipt deadlines.

The [HR/Pay calendar](#) has been updated reflecting accelerated deadlines for Personnel Actions Forms, Onboarding Transactions and for Time and Absence Approvals. humanresources.drupal.ku.edu/hrpay-calendar.

Supervisor biweekly emails will provide deadlines and reminders for the applicable pay periods. We strongly encourage hourly timesheet employees to enter their hours at the end of each work week at a minimum, especially during this accelerated period of time.

Key Points & Dates:

1. Pay period 10/22/17 - 11/4/17 (paid 11/17/17)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 11/6/17**
 - i. [Payroll period in which the HRM review and approvals for Time and Absence is discontinued](#)
 - b. October 25, 2017 deadline for all Retroactive Funding Changes.
 - i. Must be submitted to Research (projects) or Payroll (non- project) – due to FITC implementation
 - c. On cycle no change but it will be the last on cycle posting in PeopleSoft Financials.
 - d. There will be the 1st off cycle as usual and it will be the last off cycle posting to PeopleSoft Financials.
 - e. There will not be additional off cycles (adjustment or 2nd supplemental) due to the implementation of the new Financials systems (FITC).
2. Pay period 11/5/17 - 11/18/17 (paid 12/1/17)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **Noon Monday 11/20/17**
 - b. Time Admin will start at Noon, Monday 11/20 and as soon as it is completed, we will be going straight to payroll processing.
 - c. There will not be a 1st off cycle due to a date conflicts with FITC and SOKS.
 - i. [Late time approvals and absence adjustments will not be paid for at least a week after the regular pay date.](#)
 - d. There will be an adjustment off cycle as usual.
 - e. 2nd supplement will occur and will include absence and time adjustments (including late approvals).
 - f. First payroll on cycle to be posted in FITC.
 - i. (Will reflect the new Account chartfields, new Cost Share Project chartfield and you will begin to see the new format for any newly created Combination Codes.)
 - g. Holiday: [11/10/17 University is Open](#)
3. Pay period 11/19/17 – 12/2/17 (paid 12/15/17)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 12/4/17**
 - b. No impact to University clients or change in scheduled processing.
 - c. Holidays: [11/23/17 and 11/24/17](#)
4. Pay period 12/3/17-12/16/17 (paid 12/29/17)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **Noon Monday 12/18/17**
 - b. Time Admin will start at Noon, Monday 12/18 and as soon as it is completed, we will be going straight to payroll processing.
 - c. 1st off cycle processing (early processing); this cycle will be the last file to be included in Calendar Year 2017.
 - d. There will not be an adjustment off cycle due to the calendar year SOKS deadlines.
 - e. 2nd supplement will occur and will include time adjustments and late approvals; this cycle will be included in Calendar Year 2018.
 - f. 3rd paycheck of the month, no GHI/FSA deductions taken

5. Pay period 12/17/17-12/30/17 (paid 1/12/18)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **5:00 p.m. Tuesday 1/2/18**
 - b. All off cycles will be processed as usual.
 - c. Holidays: [12/25/17 and 1/1/18](#)

6. Pay period 12/31/17-1/13/18 (paid 1/26/18)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **5:00 p.m. Tuesday 1/16/18**
 - b. All off cycles will be processed as usual.
 - c. Holiday: [1/1/18 and 1/15/18](#)

7. Pay period 1/14/18-1/27/18 (paid 2/9/18)
 - a. Time and Labor and Absence approvals by supervisors or delegates are due **5:00 p.m. Monday 1/29/18**
 - b. All off cycles will be processed as usual.
 - c. Holiday: [1/15/18](#)

8. All dates are subject to change if deadlines are modified by the State of Kansas or required by the FITC project.

9. Discretionary Day
 - a. 2017 - Last day to use is 12/30/17
 - b. 2018 – Dates to be used are 12/31/17 through 12/29/18
 - i. Discretionary Day balance for 2018 will be displayed in HR/Pay after 1/16/18 but employees may request and be paid for as of 12/31/18.

10. Additional Reference Materials
 - a. How to Report Time Worked on the Holiday ([click here](#))
 - b. Guide to Eligibility and Reporting of Holidays (includes rules and varying work schedule information) ([click here](#))
 - c. HR/Pay Resources ([click here](#))
 - d. List of 2017 and 2018 Holidays ([click here](#))

Thank you,
Human Resource Management - HR/Pay Team hrpay@ku.edu
10/17/17