Welcome

Welcome to the 1st edition of the HRIS newsletter!
Why a newsletter? Our intent is to keep the community informed with the publication of announcements, reminders, general system and project updates.

The newsletter will be distributed monthly and saved to the HRIS website for future reference.

Featured

Did you know that W-2 statements have been published to employee self-service since 2013? Click “Self-Service W2” in the left margin for the how-to guide to view or print your W-2. The 2015 W-2 statements will not be available until February 1st.

The 2016 pay calendar has been published to both the payroll and HRIS websites. You can also click “2016 Pay Calendar” in the left margin. Generally, the calendar is used to reference pay end dates; however, a critical component of the calendar are the cut-off dates. Personnel paperwork (not including timesheets, PLDCN or RLDCN’s) must be received on or before the cut-off date for processing within that pay cycle. Submissions after the cut-off date cannot be guaranteed in the current pay cycle.

**NOTE:** PLDCN, RLDCN and timesheet submissions are on different timelines with distinct cut-off dates. A memo clearly outlining these cut-off dates will be distributed soon.

Helpful Links & Feedback

Helpful links will display on each newsletter and are accessible in the left column. The newsletter is a work in progress, please share feedback and content suggestions.

We have intentionally kept this 1st edition succinct, you can expect more detailed newsletters in the future.