

HCM Record Entry PERIODS & DEADLINES, 12/10/06 – 12/20/07

REMINDERS

Never enter records on Thursdays.

Unless otherwise notified, deadline for HCM record entry is Tuesday of a pay week at 4:25 p.m.

NO entry of records by field staff after deadline without prior approval from HRIS.

Unless otherwise notified, Friday after payday is first day to enter records for next pay period (pay period beginning Sunday).

No **future** dated records beyond the end of the current record-entry pay period (Saturday). The one case where a future date is necessary is a termination record when the termination occurred Saturday requiring an effective date of Sunday. The system automatically deducts one day from the effective date of termination records.

DO NOT enter records hiring, rehiring or transferring an active employee from one position to another with a retroactive effective date (dates that occurred before the current record-entry pay period) until the Monday of pay week. This request is based on the fact these records will cause issues with the post production transfer of data from North American Payroll to Finance.

Records changing an active employee's position number or pay, accounting or position data must be effective dated with the start of a pay period (Sunday).

Due to the possibility of **adversely impacting an employee's pay and/or benefits**, record entry should be performed in **"Include History" mode**. Do not choose "Correct History" when setting search criteria.

INSERTED (RETRO) RECORDS

Because of **the importance of effective dates** as they relate to usage of earnings codes on time reports, there are times when records predate the top record in an employee's HCM history.

Records with effective dates that predate the top record are retroactive records and will need to be inserted between records in an employee's HCM history.

Do not enter records that need to be inserted between other rows (effective dates that predate the top record in an employee's HCM history). These need to be faxed to DHR/HRIS for entry (802/828-3572).

You should review your turnaround documents daily.

To access action turnaround documents, go to the Vermont Department of Human Resources web site <http://www.vermontpersonnel.org/> - from there, click on the intranet center button near the top of the page. On the DHR Intranet page, click on the Payroll button near the top of the page and then the Restricted Content button on the left-hand side of the page. You will receive a prompt you to enter your User name and Password – this is different than your HCM login. This User name and Password should have been set up previously for your department/agency or the specific pay group you will be entering actions for.

Speak with your supervisor regarding this User name and Password. If your supervisor can't assist you with these items, please contact the VISION Help Desk at 828-3607.

HCM Record Entry PERIODS & DEADLINES, 12/10/06 – 12/20/07

PAY PERIOD	FIRST DAY TO ENTER RECORDS FOR PAY PERIOD	LAST DAY FOR DEPTS TO ENTER ACTIONS	DEADLINE TO SUBMIT ACTIONS TO HRIS	PAY DAY
12/10/06 – 12/23/06	12/08/06	12/19/06	12/14/06	01/04/07
12/24/06 – 01/06/07	12/22/06	01/02/07	12/28/06	01/18/07
01/07/07 – 01/20/07	01/05/07	01/16/07	01/11/07	02/01/07
01/21/07 – 02/03/07	01/19/07	01/30/07	01/25/07	02/15/07
02/04/07 – 02/17/07	02/02/07	02/13/07	02/08/07	03/01/07
02/18/07 – 03/03/07	02/16/07	02/27/07	02/22/07	03/15/07
03/04/07 – 03/17/07	03/02/07	03/13/07	03/08/07	03/29/07
03/18/07 – 03/31/07	03/16/07	03/27/07	03/22/07	04/12/07
04/01/07 – 04/14/07	03/30/07	04/10/07	04/05/07	04/26/07
04/15/07 – 04/28/07	04/13/07	04/24/07	04/19/07	05/10/07
04/29/07 – 05/12/07	04/27/07	05/08/07	05/03/07	05/24/07
05/13/07 – 05/26/07	05/11/07	05/22/07	05/17/07	06/07/07
05/27/07 – 06/09/07	05/25/07	06/05/07	05/31/07	06/21/07
06/10/07 – 06/23/07	06/08/07	06/19/07	06/14/07	07/05/07
06/24/07 – 07/07/07	06/22/07	07/02/07 (MON)	06/28/07	07/19/07
07/08/07 – 07/21/07	07/06/07	07/17/07	07/12/07	08/02/07
07/22/07 – 08/04/07	07/20/07	07/31/07	07/26/07	08/15/07
08/05/07 – 08/18/07	08/03/07	08/13/07 (MON)	08/09/07	08/30/07
08/19/07 – 09/01/07	08/17/07	08/28/07	08/23/07	09/13/07
09/02/07 – 09/15/07	08/31/07	09/11/07	09/06/07	09/27/07
09/16/07 – 09/29/07	09/14/06	09/25/07	09/20/06	10/11/07

09/30/07 – 10/13/07	10/28/07	10/09/07	10/04/07	10/25/07
10/14/07 – 10/27/07	10/12/07	10/23/07	10/18/07	11/08/07
10/28/07 – 11/10/07	10/26/07	11/06/07	11/01/07	11/21/07
11/11/07 – 11/24/07	11/09/07	11/19/07 (MON)	11/15/07	12/06/07
11/25/07 – 12/08/07	11/23/07	12/04/07	11/29/07	12/20/07

NOTE: DATES IN BOLD PRINT ARE A VARIATION FROM THE NORMAL SCHEDULE – PLEASE WATCH YOUR CALENDARS CAREFULLY!!!!

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