



Human Resources Timeline

Pending to Active Status for New Hires

Important Variables:

Timing may vary based on date documents are submitted. The final step does not happen until all documents (W-4, Personal Data Form, Release of Final Pay Check, and I-9) are completed in the previous step.

IRIS updates Monday-Thursday at midnight each night for information entered that day. It does not update Friday & Saturday. Therefore, any entries made on Friday will not be updated in the system until the following Monday.

