

**SALARIED EMPLOYEE HCM CUTOFF SCHEDULE**

**Employee Classes:** 1- Salaried Faculty and Staff; 3-Short-Term Temporary Employees;  
6-Salaried Students; 7-Part-Time Lecturers; 8-Coadjutants; 9-Fellows; A-Tradespeople

<b>Employee Start Date</b>	<b>Rutgers Biomedical and Health Sciences Submission Deadline</b> <i>Deadline for RBHS units to submit transaction paperwork to the Staff and Faculty inboxes to be processed by HCM Preparers for day 1 access and first paycheck</i> <b>NOTE:</b> <i>Provided all required information is submitted without errors and contingent upon employee NetID activation</i>	<b>Rutgers Non-RBHS HCM Approver Deadline</b> <i>Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff</i>	<b>Employee's First Pay Date</b> <i>Guaranteed first paycheck date</i> <b>NOTE:</b> <i>Provided all required information is submitted into HCM properly without errors</i>
	<b>For RBHS Units without HCM Preparers</b>	<b>Thursday by 10:00 a.m.</b>	<b>Fridays</b>
Monday, December 23, 2024 - Friday, January 3, 2025	Friday, December 6, 2024	Thursday, December 19, 2024	Friday, January 3, 2025
Monday, January 6, 2025 - Friday, January 17, 2025	Friday, December 20, 2024	Thursday, January 2, 2025	Friday, January 17, 2025
Monday, January 20, 2025 - Friday, January 31, 2025	Friday, January 3, 2025	Thursday, January 16, 2025	Friday, January 31, 2025
Monday, February 3, 2025 - Friday, February 14, 2025	Friday, January 17, 2025	Thursday, January 30, 2025	Friday, February 14, 2025
Monday, February 17, 2025 - Friday, February 28, 2025	Friday, January 31, 2025	Thursday, February 13, 2025	Friday, February 28, 2025
Monday, March 3, 2025 - Friday, March 14, 2025	Friday, February 14, 2025	Thursday, February 27, 2025	Friday, March 14, 2025
Monday, March 17, 2025 - Friday, March 28, 2025	Friday, February 28, 2025	Thursday, March 13, 2025	Friday, March 28, 2025

**HOURLY EMPLOYEE HCM CUTOFF SCHEDULE**

**Employee Classes:** 4-Casual Hourly; 5-Full Time Rutgers Student Hourly; A-Tradespeople

<b>Employee Start Date</b>	<b>Rutgers Biomedical and Health Sciences Submission Deadline</b> <i>Deadline for RBHS units to submit transaction paperwork to the Staff and Faculty inboxes to be processed by HCM Preparers for day 1 access and first paycheck</i> <b>NOTE:</b> <i>Provided all required information is submitted without errors and contingent upon employee NetID activation</i>	<b>Rutgers Non-RBHS HCM Approver Deadline</b> <i>Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff</i>	<b>Employee's First Pay Date</b> <i>Guaranteed first paycheck date</i> <b>NOTE:</b> <i>Provided all required information is submitted into HCM properly without errors</i>
	<b>For RBHS Units without HCM Preparers</b>	<b>Fridays by 10:00 a.m.</b>	<b>Fridays</b>
Monday, December 23, 2024 - Friday, January 3, 2025	Friday, December 6, 2024	Friday, December 27, 2024	Friday, January 10, 2025
Monday, January 6, 2025 - Friday, January 17, 2025	Friday, December 20, 2024	Friday, January 10, 2025	Friday, January 24, 2025
Monday, January 20, 2025 - Friday, January 31, 2025	Friday, January 3, 2025	Friday, January 24, 2025	Friday, February 7, 2025
Monday, February 3, 2025 - Friday, February 14, 2025	Friday, January 17, 2025	Friday, February 7, 2025	Friday, February 21, 2025
Monday, February 17, 2025 - Friday, February 28, 2025	Friday, January 31, 2025	Friday, February 21, 2025	Friday, March 7, 2025
Monday, March 3, 2025 - Friday, March 14, 2025	Friday, February 14, 2025	Friday, March 7, 2025	Friday, March 21, 2025
Monday, March 17, 2025 - Friday, March 28, 2025	Friday, February 28, 2025	Friday, March 21, 2025	Friday, April 4, 2025