

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

Employee Start Date	<i>Rutgers Biomedical and Health Sciences Submission Deadline</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 NOTE: Provided all required information is submitted without errors and contingent upon employee NetID activation	<i>Rutgers Non-RBHS HCM Approver Deadline</i> Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff	<i>Employee's First Pay Date</i> Guaranteed first paycheck date NOTE : Provided all required information is submitted into HCM properly without errors
	For RBHS Units without HCM Preparers	Thursday by 10:00 a.m.	Fridays
Monday, July 7, 2025 - Friday, July 18, 2025	Friday, June 20, 2025	Thursday, July 3, 2025	Friday, July 18, 2025
Monday, July 21, 2025 - Friday, August 1, 2025	Friday, July 4, 2025	Thursday, July 17, 2025	Friday, August 1, 2025
Monday, August 4, 2025 - Friday, August 15, 2025	Friday, July 18, 2025	Thursday, July 31, 2025	Friday, August 15, 2025
Monday, August 18, 2025 - Friday, August 29, 2025	Friday, August 1, 2025	Thursday, August 14, 2025	Friday, August 29, 2025
Monday, September 1, 2025 - Friday, September 12, 2025	Friday, August 15, 2025	Thursday, August 28, 2025	Friday, September 12, 2025
Monday, September 15, 2025 - Friday, September 26, 2025	Friday, August 29, 2025	Thursday, September 11, 2025	Friday, September 26, 2025
Monday, September 29, 2025 - Friday, October 10, 2025	Friday, September 12, 2025	Thursday, September 25, 2025	Friday, October 10, 2025

HOURLY EMPLOYEE HCM CUTOFF SCHEDULE

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

Employee Start Date	<i>Rutgers Biomedical and Health Sciences Submission Deadline</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 NOTE: Provided all required information is submitted without errors and contingent upon employee NetID activation	<i>Rutgers Non-RBHS HCM Approver Deadline</i> Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff	<i>Employee's First Pay Date</i> Guaranteed first paycheck date NOTE : Provided all required information is submitted into HCM properly without errors
	For RBHS Units without HCM Preparers	Fridays by 10:00 a.m.	Fridays
Monday, July 7, 2025 - Friday, July 18, 2025	Friday, June 20, 2025	Friday, July 11, 2025	Friday, July 25, 2025
Monday, July 21, 2025 - Friday, August 1, 2025	Friday, July 4, 2025	Friday, July 25, 2025	Friday, August 8, 2025
Monday, August 4, 2025 - Friday, August 15, 2025	Friday, July 18, 2025	Friday, August 8, 2025	Friday, August 22, 2025
Monday, August 18, 2025 - Friday, August 29, 2025	Friday, August 1, 2025	Friday, August 22, 2025	Friday, September 5, 2025
Monday, September 1, 2025 - Friday, September 12, 2025	Friday, August 15, 2025	Friday, September 5, 2025	Friday, September 19, 2025
Monday, September 15, 2025 - Friday, September 26, 2025	Friday, August 29, 2025	Friday, September 19, 2025	Friday, October 3, 2025
Monday, September 29, 2025 - Friday, October 10, 2025	Friday, September 12, 2025	Friday, October 3, 2025	Friday, October 17, 2025