

**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<br/>Submission Deadline</b><br><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><br><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><br><i>Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff</i> | <b>Employee's First Pay Date</b><br><i>Guaranteed first paycheck date</i><br><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, March 4, 2024 - Friday, March 15, 2024  | Friday, February 16, 2024  | Thursday, February 29, 2024  | Friday, March 15, 2024   |
| Monday, March 18, 2024 - Friday, March 29, 2024 | Friday, March 1, 2024  | Thursday, March 14, 2024   | Friday, March 29, 2024   |
| Monday, April 1, 2024 - Friday, April 12, 2024  | Friday, March 15, 2024   | Thursday, March 28, 2024   | Friday, April 12, 2024   |
| Monday, April 15, 2024 - Friday, April 26, 2024 | Friday, March 29, 2024   | Thursday, April 11, 2024   | Friday, April 26, 2024   |
| Monday, April 29, 2024 - Friday, May 10, 2024   | Friday, April 12, 2024   | Thursday, April 25, 2024   | Friday, May 10, 2024   |
| Monday, May 13, 2024 - Friday, May 24, 2024     | Friday, April 26, 2024   | Thursday, May 9, 2024  | Friday, May 24, 2024   |

**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<br/>Submission Deadline</b><br><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><br><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><br><i>Last Day for HCM Approvers to Approve Transactions in HCM to meet Payroll Cutoff</i> | <b>Employee's First Pay Date</b><br><i>Guaranteed first paycheck date</i><br><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, March 4, 2024 - Friday, March 15, 2024  | Friday, February 16, 2024  | Friday, March 8, 2024  | Friday, March 22, 2024   |
| Monday, March 18, 2024 - Friday, March 29, 2024 | Friday, March 1, 2024  | Friday, March 22, 2024   | Friday, April 5, 2024  |
| Monday, April 1, 2024 - Friday, April 12, 2024  | Friday, March 15, 2024   | Friday, April 5, 2024  | Friday, April 19, 2024   |
| Monday, April 15, 2024 - Friday, April 26, 2024 | Friday, March 29, 2024   | Friday, April 19, 2024   | Friday, May 3, 2024  |
| Monday, April 29, 2024 - Friday, May 10, 2024   | Friday, April 12, 2024   | Friday, May 3, 2024  | Friday, May 17, 2024   |
| Monday, May 13, 2024 - Friday, May 24, 2024     | Friday, April 26, 2024   | Friday, May 17, 2024   | Friday, May 31, 2024   |