

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	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</i> NOTE: <i>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</i> NOTE : <i>Provided all required information is submitted into HCM properly without errors</i>
	For RBHS Units without HCM Preparers	Thursday by 10:00 a.m.	Fridays
Monday, March 31, 2025 - Friday, April 11, 2025	Friday, March 14, 2025	Thursday, March 27, 2025	Friday, April 11, 2025
Monday, April 14, 2025 - Friday, April 25, 2025	Friday, March 28, 2025	Thursday, April 10, 2025	Friday, April 25, 2025
Monday, April 28, 2025 - Friday, May 9, 2025	Friday, April 11, 2025	Thursday, April 24, 2025	Friday, May 9, 2025
Monday, May 12, 2025 - Friday, May 23, 2025	Friday, April 25, 2025	Thursday, May 8, 2025	Friday, May 23, 2025
Monday, May 26, 2025 - Friday, June 6, 2025	Friday, May 9, 2025	Thursday, May 22, 2025	Friday, June 6, 2025
Monday, June 9, 2025 - Friday, June 20, 2025	Friday, May 23, 2025	Thursday, June 5, 2025	Friday, June 20, 2025
Monday, June 23, 2025 - Friday, July 4, 2025	Friday, June 6, 2025	Thursday, June 19, 2025	Friday, July 4, 2025

HOURLY EMPLOYEE HCM CUTOFF SCHEDULE

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

Employee Start Date	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</i> NOTE: <i>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</i> NOTE : <i>Provided all required information is submitted into HCM properly without errors</i>
	For RBHS Units without HCM Preparers	Fridays by 10:00 a.m.	Fridays
Monday, March 31, 2025 - Friday, April 11, 2025	Friday, March 14, 2025	Friday, April 4, 2025	Friday, April 18, 2025
Monday, April 14, 2025 - Friday, April 25, 2025	Friday, March 28, 2025	Friday, April 18, 2025	Friday, May 2, 2025
Monday, April 28, 2025 - Friday, May 9, 2025	Friday, April 11, 2025	Friday, May 2, 2025	Friday, May 16, 2025
Monday, May 12, 2025 - Friday, May 23, 2025	Friday, April 25, 2025	Friday, May 16, 2025	Friday, May 30, 2025
Monday, May 26, 2025 - Friday, June 6, 2025	Friday, May 9, 2025	Friday, May 30, 2025	Friday, June 13, 2025
Monday, June 9, 2025 - Friday, June 20, 2025	Friday, May 23, 2025	Friday, June 13, 2025	Friday, June 27, 2025
Monday, June 23, 2025 - Friday, July 4, 2025	Friday, June 6, 2025	Friday, June 27, 2025	Friday, July 11, 2025