

**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, May 27, 2024 - Friday, June 7, 2024	Friday, May 10, 2024	Thursday, May 23, 2024	Friday, June 7, 2024
Monday, June 10, 2024 - Friday, June 21, 2024	Friday, May 24, 2024	Thursday, June 6, 2024	Friday, June 21, 2024
Monday, June 24, 2024 - Friday, July 5, 2024	Friday, June 7, 2024	Thursday, June 20, 2024	Friday, July 5, 2024
Monday, July 8, 2024 - Friday, July 19, 2024	Friday, June 21, 2024	Thursday, July 4, 2024	Friday, July 19, 2024
Monday, July 22, 2024 - Friday, August 2, 2024	Friday, July 5, 2024	Thursday, July 18, 2024	Friday, August 2, 2024
Monday, August 5, 2024 - Friday, August 16, 2024	Friday, July 19, 2024	Thursday, August 1, 2024	Friday, August 16, 2024
Monday, August 19, 2024 - Friday, August 30, 2024	Friday, August 2, 2024	Thursday, August 15, 2024	Friday, August 30, 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 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, May 27, 2024 - Friday, June 7, 2024	Friday, May 10, 2024	Friday, May 31, 2024	Friday, June 14, 2024
Monday, June 10, 2024 - Friday, June 21, 2024	Friday, May 24, 2024	Friday, June 14, 2024	Friday, June 28, 2024
Monday, June 24, 2024 - Friday, July 5, 2024	Friday, June 7, 2024	Friday, June 28, 2024	Friday, July 12, 2024
Monday, July 8, 2024 - Friday, July 19, 2024	Friday, June 21, 2024	Friday, July 12, 2024	Friday, July 26, 2024
Monday, July 22, 2024 - Friday, August 2, 2024	Friday, July 5, 2024	Friday, July 26, 2024	Friday, August 9, 2024
Monday, August 5, 2024 - Friday, August 16, 2024	Friday, July 19, 2024	Friday, August 9, 2024	Friday, August 23, 2024