

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, October 13, 2025 - Friday, October 24, 2025	Friday, September 26, 2025	Thursday, October 9, 2025	Friday, October 24, 2025
Monday, October 27, 2025 - Friday, November 7, 2025	Friday, October 10, 2025	Thursday, October 23, 2025	Friday, November 7, 2025
Monday, November 10, 2025 - Friday, November 21, 2025	Friday, October 24, 2025	Thursday, November 6, 2025	Friday, November 21, 2025
Monday, November 24, 2025 - Friday, December 5, 2025	Friday, November 7, 2025	Thursday, November 20, 2025	Friday, December 5, 2025
Monday, December 8, 2025 - Friday, December 19, 2025	Friday, November 21, 2025	Thursday, December 4, 2025	Friday, December 19, 2025
Monday, December 22, 2025 - Friday, January 2, 2026	Friday, December 5, 2025	Thursday, December 18, 2025	Friday, January 2, 2026
Monday, January 5, 2026 - Friday, January 16, 2026	Friday, December 19, 2025	Thursday, January 1, 2026	Friday, January 16, 2026

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, October 13, 2025 - Friday, October 24, 2025	Friday, September 26, 2025	Friday, October 17, 2025	Friday, October 31, 2025
Monday, October 27, 2025 - Friday, November 7, 2025	Friday, October 10, 2025	Friday, October 31, 2025	Friday, November 14, 2025
Monday, November 10, 2025 - Friday, November 21, 2025	Wednesday, October 22, 2025	Wednesday, November 12, 2025	Wednesday, November 26, 2025
Monday, November 24, 2025 - Friday, December 5, 2025	Friday, November 7, 2025	Friday, November 28, 2025	Friday, December 12, 2025
Monday, December 8, 2025 - Friday, December 19, 2025	Wednesday, November 19, 2025	Wednesday, December 10, 2025	Wednesday, December 24, 2025
Monday, December 22, 2025 - Friday, January 2, 2026	Friday, December 5, 2025	Friday, December 26, 2025	Friday, January 9, 2026
Monday, January 5, 2026 - Friday, January 16, 2026	Friday, December 19, 2025	Friday, January 9, 2026	Friday, January 23, 2026