

**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, September 18, 2023 - Friday, September 29, 2023	Friday, September 1, 2023	Thursday, September 14, 2023	Friday, September 29, 2023
Monday, October 2, 2023 - Friday, October 13, 2023	Friday, September 15, 2023	Thursday, September 28, 2023	Friday, October 13, 2023
Monday, October 16, 2023 - Friday, October 27, 2023	Friday, September 29, 2023	Thursday, October 12, 2023	Friday, October 27, 2023
Monday, October 30, 2023 - Friday, November 10, 2023	Friday, October 13, 2023	Thursday, October 26, 2023	Friday, November 10, 2023
Monday, November 13, 2023 - Friday, November 24, 2023	Friday, October 27, 2023	Thursday, November 9, 2023	Friday, November 24, 2023
Monday, November 27, 2023 - Friday, December 8, 2023	Friday, November 10, 2023	Wednesday, November 22, 2023	Friday, December 8, 2023

**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, September 18, 2023 - Friday, September 29, 2023	Friday, September 1, 2023	Friday, September 22, 2023	Friday, October 6, 2023
Monday, October 2, 2023 - Friday, October 13, 2023	Friday, September 15, 2023	Friday, October 6, 2023	Friday, October 20, 2023
Monday, October 16, 2023 - Friday, October 27, 2023	Friday, September 29, 2023	Friday, October 20, 2023	Friday, November 3, 2023
Monday, October 30, 2023 - Friday, November 10, 2023	Friday, October 13, 2023	Friday, November 3, 2023	Friday, November 17, 2023
Monday, November 13, 2023 - Friday, November 24, 2023	Friday, October 27, 2023	Friday, November 17, 2023	Friday, December 1, 2023
Monday, November 27, 2023 - Friday, December 8, 2023	Friday, November 10, 2023	Friday, December 1, 2023	Friday, December 15, 2023