

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, December 11, 2023 - Friday, December 22, 2023	Friday, November 24, 2023	Thursday, December 7, 2023	Friday, December 22, 2023
Monday, December 25, 2023 - Friday, January 5, 2024	Friday, December 8, 2023	Thursday, December 21, 2023	Friday, January 5, 2024
Monday, January 8, 2024 - Friday, January 19, 2024	Friday, December 22, 2023	Thursday, January 4, 2024	Friday, January 19, 2024
Monday, January 22, 2024 - Friday, February 2, 2024	Friday, January 5, 2024	Thursday, January 18, 2024	Friday, February 2, 2024
Monday, February 5, 2024 - Friday, February 16, 2024	Friday, January 19, 2024	Thursday, February 1, 2024	Friday, February 16, 2024
Monday, February 19, 2024 - Friday, March 1, 2024	Friday, February 2, 2024	Thursday, February 15, 2024	Friday, March 1, 2024

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, December 11, 2023 - Friday, December 22, 2023	Friday, November 24, 2023	Friday, December 15, 2023	Friday, December 29, 2023
Monday, December 25, 2023 - Friday, January 5, 2024	Friday, December 8, 2023	Friday, December 22, 2023	Friday, January 12, 2024
Monday, January 8, 2024 - Friday, January 19, 2024	Friday, December 22, 2023	Friday, January 12, 2024	Friday, January 26, 2024
Monday, January 22, 2024 - Friday, February 2, 2024	Friday, January 5, 2024	Friday, January 26, 2024	Friday, February 9, 2024
Monday, February 5, 2024 - Friday, February 16, 2024	Friday, January 19, 2024	Friday, February 9, 2024	Friday, February 23, 2024
Monday, February 19, 2024 - Friday, March 1, 2024	Friday, February 2, 2024	Friday, February 23, 2024	Friday, March 8, 2024