

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, August 3, 2026 - Friday, August 14, 2026	Friday, July 17, 2026	Thursday, July 30, 2026	Friday, August 14, 2026
Monday, August 17, 2026 - Friday, August 28, 2026	Friday, July 31, 2026	Thursday, August 13, 2026	Friday, August 28, 2026
Monday, August 31, 2026 - Friday, September 11, 2026	Friday, August 14, 2026	Thursday, August 27, 2026	Friday, September 11, 2026
Monday, September 14, 2026 - Friday, September 25, 2026	Friday, August 28, 2026	Thursday, September 10, 2026	Friday, September 25, 2026
Monday, September 28, 2026 - Friday, October 9, 2026	Friday, September 11, 2026	Thursday, September 24, 2026	Friday, October 9, 2026
Monday, October 12, 2026 - Friday, October 23, 2026	Friday, September 25, 2026	Thursday, October 8, 2026	Friday, October 23, 2026
Monday, October 26, 2026 - Friday, November 6, 2026	Friday, October 9, 2026	Thursday, October 22, 2026	Friday, November 6, 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, August 3, 2026 - Friday, August 14, 2026	Friday, July 17, 2026	Friday, August 7, 2026	Friday, August 21, 2026
Monday, August 17, 2026 - Friday, August 28, 2026	Friday, July 31, 2026	Friday, August 21, 2026	Friday, September 4, 2026
Monday, August 31, 2026 - Friday, September 11, 2026	Friday, August 14, 2026	Friday, September 4, 2026	Friday, September 18, 2026
Monday, September 14, 2026 - Friday, September 25, 2026	Friday, August 28, 2026	Friday, September 18, 2026	Friday, October 2, 2026
Monday, September 28, 2026 - Friday, October 9, 2026	Friday, September 11, 2026	Friday, October 2, 2026	Friday, October 16, 2026
Monday, October 12, 2026 - Friday, October 23, 2026	Friday, September 25, 2026	Friday, October 16, 2026	Friday, October 30, 2026
Monday, October 26, 2026 - Friday, November 6, 2026	Friday, October 9, 2026	Friday, October 30, 2026	Friday, November 13, 2026