

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	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</i> NOTE: <i>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</i> NOTE: <i>Provided all required information is submitted into HCM properly without errors</i>
	For RBHS Units without HCM Preparers	Thursday by 10:00 a.m.	Fridays
Monday, January 19, 2026 - Friday, January 30, 2026	Friday, January 2, 2026	Thursday, January 15, 2026	Friday, January 30, 2026
Monday, February 2, 2026 - Friday, February 13, 2026	Friday, January 16, 2026	Thursday, January 29, 2026	Friday, February 13, 2026
Monday, February 16, 2026 - Friday, February 27, 2026	Friday, January 30, 2026	Thursday, February 12, 2026	Friday, February 27, 2026
Monday, March 2, 2026 - Friday, March 13, 2026	Friday, February 13, 2026	Thursday, February 26, 2026	Friday, March 13, 2026
Monday, March 16, 2026 - Friday, March 27, 2026	Friday, February 27, 2026	Thursday, March 12, 2026	Friday, March 27, 2026
Monday, March 30, 2026 - Friday, April 10, 2026	Friday, March 13, 2026	Thursday, March 26, 2026	Friday, April 10, 2026
Monday, April 13, 2026 - Friday, April 24, 2026	Friday, March 27, 2026	Thursday, April 9, 2026	Friday, April 24, 2026

HOURLY EMPLOYEE HCM CUTOFF SCHEDULE

Employee Classes: 4-Casual Hourly; 5-Full Time Rutgers Student Hourly; A-Tradespeople

Employee Start Date	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</i> NOTE: <i>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</i> NOTE: <i>Provided all required information is submitted into HCM properly without errors</i>
	For RBHS Units without HCM Preparers	Fridays by 10:00 a.m.	Fridays
Monday, January 19, 2026 - Friday, January 30, 2026	Friday, January 2, 2026	Friday, January 23, 2026	Friday, February 6, 2026
Monday, February 2, 2026 - Friday, February 13, 2026	Friday, January 16, 2026	Friday, February 6, 2026	Friday, February 20, 2026
Monday, February 16, 2026 - Friday, February 27, 2026	Friday, January 30, 2026	Friday, February 20, 2026	Friday, March 6, 2026
Monday, March 2, 2026 - Friday, March 13, 2026	Friday, February 13, 2026	Friday, March 6, 2026	Friday, March 20, 2026
Monday, March 16, 2026 - Friday, March 27, 2026	Friday, February 27, 2026	Friday, March 20, 2026	Friday, April 3, 2026
Monday, March 30, 2026 - Friday, April 10, 2026	Friday, March 13, 2026	Friday, April 3, 2026	Friday, April 17, 2026
Monday, April 13, 2026 - Friday, April 24, 2026	Friday, March 27, 2026	Friday, April 17, 2026	Friday, May 1, 2026