

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, September 2, 2024 - Friday, September 13, 2024 | Friday, August 16, 2024 | Thursday, August 29, 2024 | Friday, September 13, 2024 |
| Monday, September 16, 2024 - Friday, September 27, 2024 | Friday, August 30, 2024 | Thursday, September 12, 2024 | Friday, September 27, 2024 |
| Monday, September 30, 2024 - Friday, October 11, 2024 | Friday, September 13, 2024 | Thursday, September 26, 2024 | Friday, October 11, 2024 |
| Monday, October 14, 2024 - Friday, October 25, 2024 | Friday, September 27, 2024 | Thursday, October 10, 2024 | Friday, October 25, 2024 |
| Monday, October 28, 2024 - Friday, November 8, 2024 | Friday, October 11, 2024 | Thursday, October 24, 2024 | Friday, November 8, 2024 |
| Monday, November 11, 2024 - Friday, November 22, 2024 | Friday, October 25, 2024 | Thursday, November 7, 2024 | Friday, November 22, 2024 |
| Monday, November 25, 2024 - Friday, December 6, 2024 | Friday, November 8, 2024 | Thursday, November 21, 2024 | Friday, December 6, 2024 |
| Monday, December 9, 2024 - Friday, December 20, 2024 | Friday, November 22, 2024 | Thursday, December 5, 2024 | Friday, December 20, 2024 |

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, September 2, 2024 - Friday, September 13, 2024 | Friday, August 16, 2024 | Friday, September 6, 2024 | Friday, September 20, 2024 |
| Monday, September 16, 2024 - Friday, September 27, 2024 | Friday, August 30, 2024 | Friday, September 20, 2024 | Friday, October 4, 2024 |
| Monday, September 30, 2024 - Friday, October 11, 2024 | Friday, September 13, 2024 | Friday, October 4, 2024 | Friday, October 18, 2024 |
| Monday, October 14, 2024 - Friday, October 25, 2024 | Friday, September 27, 2024 | Friday, October 18, 2024 | Friday, November 1, 2024 |
| Monday, October 28, 2024 - Friday, November 8, 2024 | Friday, October 11, 2024 | Friday, November 1, 2024 | Friday, November 15, 2024 |
| Monday, November 11, 2024 - Friday, November 22, 2024 | Friday, October 25, 2024 | Friday, November 15, 2024 | Friday, November 29, 2024 |
| Monday, November 25, 2024 - Friday, December 6, 2024 | Friday, November 8, 2024 | Friday, November 29, 2024 | Friday, December 13, 2024 |
| Monday, December 9, 2024 - Friday, December 20, 2024 | Friday, November 22, 2024 | Friday, December 13, 2024 | Friday, December 27, 2024 |