

HR Employee Processing Dates Schedule for May 1 - July 1

- Actions**
- Benefits Eligible (BE) Hires:**
Required Item/Action
- CBC
- Hiring Proposal
- Hiring Form
- DayOne
 - Non-Benefits Eligible (NBE) Hires:**
Required Item/Action
- CBC (if required)
- SharePoint
Hire/Rehire form
 - HR Audit:**
- promotion
- progression
- reclassification
- salary increase

Audit for an effective date of the 1st or 15th of the month

<h1>May 2014</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			Department deadline for submission of HR audit request for effective date of 6/1			
18	19	20	21	22	23	24
	Date range 5/19-5/22 to submit NBE new hire paper work for a start date the week of 6/1			Bi-Monthly Payday	Final day by 5pm to submit NBE new hire paperwork for a start date the week of 6/1	
25	26	27	28	29	30	31
	UTSA Holiday Memorial Day		BE DayOne Hiring form due for start date 6/2		Final day by 5pm to submit NBE new hire paperwork for a start date the week of 6/9	
	Date range 5/26-5/29 to submit NBE new hire paper work for a start date the week of 6/9					

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 Required Item/Action
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 - SharePoint
 Hire/Rehire form

HR Audit:
 - promotion
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 Audit for an effective date of the 1st or 15th of the month

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Monthly Payday Department deadline for submission of HR audit request for effective date of 6/15	3	4 BE DayOne Hiring form due for start date 6/9	5	6 Bi-Monthly Payday Final day by 5pm to submit NBE new hire paperwork for a start date the week of 6/16	7
Date range 6/2-6/5 to submit NBE new hire paper work for a start date the week of 6/16						
8	9	10	11 BE DayOne Hiring form due for start date 6/16	12	13 Final day by 5pm to submit NBE new hire paperwork for a start date the week of 6/23	14
Date range 6/9-6/12 to submit NBE new hire paper work for a start date the week of 6/23						
15	16	17 Department deadline for submission of HR audit request for effective date of 7/1	18	19	20 Bi-Monthly Payday Final day by 5pm to submit NBE new hire paperwork for a start date the week of 6/30	21
Date range 6/16-6/19 to submit NBE new hire paper work for a start date the week of 6/30						
22	23	24	25	26 BE DayOne Hiring form due for start date 7/1	27	28
29	30					