

May 2019

Actions

<p>Benefits Eligible (BE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form • Eform • Day O.N.E (New)
<p>Non-Benefits Eligible (NBE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • Eform • I-9/Employee
<p>Audit Requests</p> <ul style="list-style-type: none"> • Promotion • Progression • Reclassification • Salary Increase <p>Audit for an effective date of the 1st or 15th of the month.</p>

Sunday	Mbnday	Tuesday	Wednesday	Thursday	Fri day	Sat ur day
28	29	30	1	2	3	4
Date Range 4/29-5/3 to submit HR transactions thru eforms for the week of 5/13						
5	6	7	8	9	10	11
Date Range 5/6-5/10 to submit HR transactions thru eforms for the week of 5/20						
			BE Day O.N.E. Hiring Form due for start date 5/13		Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	
12	13	14	15	16	17	18
Date Range 5/13-5/17 to submit HR transactions thru eforms for the week of 5/27						
		Dept. deadline 5/15 for submission of HR audit requests for eff. date of 6/1	BE Day O.N.E. Hiring Form due for start date 5/20		Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	
19	20	21	22	23	24	25
Date Range 5/20-5/24 to submit HR transactions thru eforms for the week of 6/1						
26	27	28	29	30	31	1
Date Range 5/27-5/31 to submit HR transactions thru eforms for the week of 6/10						
			BE Day O.N.E. Hiring Form due for start date 6/1		Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	

June 2019

Act i ons

Benefits Eligible (BE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form • Eform • Day O.N.E (New)
Non-Benefits Eligible (NBE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • Eform • I-9/Employee
Audit Requests
<ul style="list-style-type: none"> • Promotion • Progression • Reclassification • Salary Increase
Audit for an effective date of the 1st or 15th of the month.

Sunday	Mbnday	Tuesday	Wednesday	Thursday	Fri day	Sat ur day
26	27	28	29 BE Day O.N.E. Hiring Form due for start date 6/1	30	31 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	1
Date Range 5/27-5/31 to submit all HR transactions thru eforms for the week of 6/10						
2	3	4	5 BE Day O.N.E. Hiring Form due for start date 6/10	6	7 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	8
Date Range 6/3-6/7 to submit all HR transactions eforms for the week of 6/17						
9	10	11	12 BE Day O.N.E. Hiring Form due for start date 6/17	13 Dept. deadline 6/14 for submission of HR audit requests for eff. date of 7/1	14 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	15
Date Range 6/10-6/14 to submit all HR transactions thru eforms for the week of 6/24						
16	17	18	19	20	21 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	22
Date Range 6/17-6/21 to submit all HR transactions thru eforms for the week of 7/1						
23	24	25	26 BE Day O.N.E. Hiring Form due for start date 7/1	27	28 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	29
Date Range 6/24-6/28 to submit all HR transactions thru eforms for the week of 7/8						

July 2019

Act i ons

	Sunday	Mnday	Tuesday	Wednesday	Thursday	Fri day	Sat ur day
Benefits Eligible (BE) Hires Required Item/Action <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form • Eform • Day O.N.E (New) 	30	1	2	3 BE Day O.N.E. Hiring Form due for start date 7/8	4	5 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	6
	Date Range 7/1-7/5 to submit HR transactions thru eforms for the week of 7/15						
Non-Benefits Eligible (NBE) Hires Required Item/Action <ul style="list-style-type: none"> • CBC • Eform • I-9/Employee Processing (New) 	7	8	9	10 BE Day O.N.E. Hiring Form due for start date 7/15	11	12 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	13
	Date Range 7/8-7/12 to submit all HR transactions thru eforms for the week of 7/22						
	14	15 Dept. deadline for submission of HR audit requests for eff. date of 8/1	16	17	18	19 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	20
	Date Range 7/15-7/19 to submit all HR transactions thru eforms for the week of 7/29						
Audit Requests <ul style="list-style-type: none"> • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	21	22	23	24	25	26 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	27
	Date Range 7/23-7/27 to submit all HR transactions thru eforms for the week of 8/5						
	28	29 BE Day O.N.E. Hiring Form due for start date 8/1	30	31	1	2 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	3
	Date Range 7/29-8/2 to submit all HR transactions thru eform for the week of 8/12						

August 2019

Actions

Benefits Eligible (BE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form • Eform • Day O.N.E (New)

Non-Benefits Eligible (NBE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • Eform • I-9/Employee Processing (New)

Audit Requests
<ul style="list-style-type: none"> • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements
Audit for an effective date of the 1st of the month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31 BE Day O.N.E. Hiring Form due for start date 8/5	1	2 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	3
Date Range 7/29-8/2 to submit all HR transactions thru eform for the week of 8/12						
4	5	6	7	8	9 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	10
Date Range 8/5-8/9 to submit all HR transactions thru eform for the week of 8/19						
11	12	13	14 BE Day O.N.E. Hiring Form due for start date 8/19	15 Dept. deadline for submission of HR audit requests for eff. date of 9/1	16 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	17
Date Range 8/12-8/16 to submit all HR transactions thru eform for the week of 8/26						
18	19	20	21	22	23 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	24
Date Range 8/19-8/23 to submit all HR transactions thru eform for the week of 9/1						
25	26	27	28 BE Day O.N.E. Hiring Form due for start date 9/1	29	30 Final day by 5pm to submit all HR transactions thru eforms with an effective date for the	31
Date Range 8/26-8/30 to submit all HR transactions thru eform for the week of 9/9						