

April 2018

Actions

Actions		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Benefits Eligible (BE) Hires Required Item/Action • CBC • Hiring Proposal • Hiring Form • Day O.N.E.	1	2	3	4	5	6	7	
	BE Day O.N.E. Hiring Form due for start date 4/9 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 4/16 Date Range 4/1-4/6 to submit all HR transactions thru SharePoint for the week of 4/16							
Non-Benefits Eligible (NBE) Hires Required Item/Action • CBC • SharePoint Hire/Rehire Form	8	9	10	11	12	13	14	
	BE Day O.N.E. Hiring Form due for start date 8/14 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 4/23 Date Range 4/9-4/13 to submit all HR transactions thru SharePoint for the week of 4/23							
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	15	16	17	18	19	20	21	
	Dept. deadline for submission of HR audit requests for eff. date of 9/1 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 4/30 Date Range 4/16-4/20 to submit all HR transactions thru SharePoint for the week of 4/30							
	22	23	24	25	26	27	28	
	BE Day O.N.E. Hiring Form due for start date 5/1 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 5/7 Date Range 4/23-4/27 to submit all HR transactions thru SharePoint for the week of 5/7							
	29	30	1	2	3	4	5	
	Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 9/10 Date Range 8/27-8/31 to submit all HR transactions thru SharePoint for the week of 9/10							

May 2018

Actions

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Benefits Eligible (BE) Hires Required Item/Action • CBC • Hiring Proposal • Hiring Form • Day O.N.E.	29	30	1	2 BE Day O.N.E. Hiring Form due for start date 5/7	3	4 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 5/14	5
		Date Range 4/30-5/4 to submit all HR transactions thru SharePoint for the week of 5/14					
Non-Benefits Eligible (NBE) Hires Required Item/Action • CBC • SharePoint Hire/Rehire Form	6	7	8	9 BE Day O.N.E. Hiring Form due for start date 5/14	10	11 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 5/21	12
		Date Range 5/7-5/11 to submit all HR transactions thru SharePoint for the week of 5/21					
	13	14	15 Dept. deadline for submission of HR audit requests for eff. date of 9/1	16	17	18 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 5/28	19
		Date Range 5/14-5/18 to submit all HR transactions thru SharePoint for the week of 5/28					
Audit Requests • Promotion • Progression • Reclassification • Salary Increase Audit for an effective date of the 1st or 15th of the month.	20	21	22	23	24	25 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 6/4	26
		Date Range 5/21-5/25 to submit all HR transactions thru SharePoint for the week of 6/4					
	27	28	29	30 BE Day O.N.E. Hiring Form due for start date 7/2	31	1 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 6/11	2
		Date Range 5/28-6/1 to submit all HR transactions thru SharePoint for the week of 6/11					

June 2018

Actions

Benefits Eligible (BE) Hires
Required Item/Action • CBC • Hiring Proposal • Hiring Form • Day O.N.E.

Non-Benefits Eligible (NBE) Hires
Required Item/Action • CBC • SharePoint Hire/Rehire Form

Audit Requests
• Promotion • Progression • Reclassification • Salary Increase Audit for an effective date of the 1st or 15th of the month.

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

July 2018

Actions

Actions		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Benefits Eligible (BE) Hires Required Item/Action • CBC • Hiring Proposal • Hiring Form • Day O.N.E.	1	2	3	4	5	6	7	
	BE Day O.N.E. Hiring Form due for start date 7/9 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 7/16 Date Range 7/2-7/6 to submit all HR transactions thru SharePoint for the week of 7/16							
Non-Benefits Eligible (NBE) Hires Required Item/Action • CBC • SharePoint Hire/Rehire Form	8	9	10	11	12	13	14	
	BE Day O.N.E. Hiring Form due for start date 7/16 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 7/23 Date Range 7/9-7/12 to submit all HR transactions thru SharePoint for the week of 7/23							
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	15	16	17	18	19	20	21	
	Dept. deadline for submission of HR audit requests for eff. date of 9/1 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/6 Date Range 7/16-7/20 to submit all HR transactions thru SharePoint for the week of 8/6							
	22	23	24	25	26	27	28	
	BE Day O.N.E. Hiring Form due for start date 8/1 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 08/13 Date Range 7/23-7/27 to submit all HR transactions thru SharePoint for the week of 08/13							
	29	30	31	1	2	3	4	
	Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/20 Date Range 7/30-8/3 to submit all HR transactions thru SharePoint for the week of 8/20							

August 2018

Actions

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Benefits Eligible (BE) Hires Required Item/Action • CBC • Hiring Proposal • Hiring Form	29	30	31	1 BE Day O.N.E. Hiring Form due for start date 8/6	2	3 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/13	4
	Date Range 7/30-8/3 to submit all HR transactions thru SharePoint for the week of 8/13						
Non-Benefits Eligible (NBE) Hires Required Item/Action • CBC • SharePoint	5	6	7	8 BE Day O.N.E. Hiring Form due for start date 8/14	9	10 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/20	11
	Date Range 8/6-8/10 to submit all HR transactions thru SharePoint for the week of 8/20						
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	12	13	14 Dept. deadline for submission of HR audit requests for eff. date of 9/1	15	16	17 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/27	18
	Date Range 8/13-8/17 to submit all HR transactions thru SharePoint for the week of 8/27						
	19	20	21	22	23	24 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 9/3	25
	Date Range 8/20-8/24 to submit all HR transactions thru SharePoint for the week of 09/3						
	26	27	28	29 BE Day O.N.E. Hiring Form due for start date 8/1	30	31 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 9/10	1
	Date Range 8/27-8/31 to submit all HR transactions thru SharePoint for the week of 9/10						

September 2018

Actions

Actions	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Benefits Eligible (BE) Hires Required Item/Action • CBC • Hiring Proposal • Hiring Form • Day O.N.E.	2	3	4	5 BE Day O.N.E. Hiring Form due for start date 8/6	6	7 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/13	8
Date Range 7/30-8/3 to submit all HR transactions thru SharePoint for the week of 8/13							
Non-Benefits Eligible (NBE) Hires Required Item/Action • CBC • SharePoint Hire/Rehire Form	9	10	11	12 BE Day O.N.E. Hiring Form due for start date 8/14	13	14 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/20	15
Date Range 8/6-8/10 to submit all HR transactions thru SharePoint for the week of 8/20							
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	16	17	18 Dept. deadline for submission of HR audit requests for eff. date of 9/1	19	20	21 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/27	22
Date Range 8/13-8/17 to submit all HR transactions thru SharePoint for the week of 8/27							
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	23	24	25	26	27	27 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 9/3	28
Date Range 8/20-8/24 to submit all HR transactions thru SharePoint for the week of 09/3							
Audit Requests • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements Audit for an effective date of the 1st of the month.	29	30	31	1 BE Day O.N.E. Hiring Form due for start date 8/1	2	3 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 9/10	4
Date Range 8/27-8/31 to submit all HR transactions thru SharePoint for the week of 9/10							