

July 2018

Actions

<p>Benefits Eligible (BE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form • Day O.N.E.
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<p>Non-Benefits Eligible (NBE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • SharePoint Hire/Rehire Form

<p>Audit Requests</p> <ul style="list-style-type: none"> • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements <p>Audit for an effective date of the 1st of the month.</p>
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BE Day O.N.E. Hiring Form due for start date 7/9	4	5	6 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 7/16	7
Date Range 7/2-7/6 to submit all HR transactions thru SharePoint for the week of 7/16						
8	9	10	11 BE Day O.N.E. Hiring Form due for start date 7/16	12	13 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 7/23	14
Date Range 7/9-7/12 to submit all HR transactions thru SharePoint for the week of 7/23						
15	16 Dept. deadline for submission of HR audit requests for eff. date of 8/1	17	18	19	20 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 7/30	21
Date Range 7/16-7/20 to submit all HR transactions thru SharePoint for the week of 8/6						
22	23	24	25	26 BE Day O.N.E. Hiring Form due for start date 8/1	27 Final day by 5pm to submit all HR transactions thru SharePoint for a start date the week of 8/06	28
Date Range 7/23-7/27 to submit all HR transactions thru SharePoint for the week of 8/13						
29	30	31	1	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 8/20						

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	15 Dept. deadline for submission of HR audit requests for eff. date of 9/1	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 9/1	25
	Date Range 8/20-8/24 to submit all HR transactions thru SharePoint for the week of 9/1						
	26	27	28	29 BE Day O.N.E. Hiring Form due for start date 9/1	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						