

FEBRUARY 2017

Actions

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
Date Range 1/30-2/3 to submit all HR transactions thru SharePoint for the week of 2/13						
5	6	7	8 BE Day O.N.E. Hiring Form due for start date 2/13	9	10	11
Date Range 2/6-2/10 to submit all HR transactions thru SharePoint for the week of 2/20						
12	13	14	15 BE Day O.N.E. Hiring Form due for start date 2/20	16	17	18
Date Range 2/13-2/17 to submit all HR transactions thru SharePoint for the week of 2/27						
19	20	21	22	23	24	25
Date Range 1/20-1/24 to submit all HR transactions thru SharePoint for the week of 3/6						
Date Range 2/20-2/24 to submit all HR transactions thru SharePoint for the week of 3/6						
Date Range 2/27-3/1 to submit all HR transactions thru SharePoint for the week of 3/6						

MARCH 2017

Actions

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

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

APRIL 2017

Actions

<p>Benefits Eligible (BE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form
<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</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
Date Range 4/3-4/7 to submit all HR transactions thru SharePoint for the week of 4/17						
9	10	11	12	13	14	15
Date Range 4/10-4/14 to submit all HR transactions thru SharePoint for the week of 4/24						
16	17	18	19	20	21	22
Date Range 4/17-4/21 to submit all HR transactions thru SharePoint for the week of 5/1						
23	24	25	26	27	28	29
Date Range 4/24-4/28 to submit all HR transactions thru SharePoint for the week of 5/8						

MAY 2017

Actions

Benefits Eligible (BE) Hires
Required Item/Action <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form

Non-Benefits Eligible (NBE) Hires
Required Item/Action <ul style="list-style-type: none"> • CBC • SharePoint Hire/Rehire Form

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

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

JUNE 2017

Actions

<p>Benefits Eligible (BE) Hires</p> <p>Required Item/Action</p> <ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form
<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</p>

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

JULY 2017

Actions

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

AUGUST 2017

Actions

Benefits Eligible (BE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • Hiring Proposal • Hiring Form

Non-Benefits Eligible (NBE) Hires
Required Item/Action
<ul style="list-style-type: none"> • CBC • SharePoint
Hire/Rehire Form

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

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