

# October 2018

## Actions

Benefits Eligible (BE) Hires	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Required Item/Action • CBC • Hiring Proposal • Hiring Form • eform	30	1	2	3 BE Day O.N.E. Hiring Form due for start date 10/8	4	5 Final day by 5pm to have all eforms submitted to HR to start the week of 10/15	6
Date Range 10/1-10/5 to submit all HR transactions thru eforms for the week of 10/15							
Non-Benefits Eligible (NBE) Hires	7	8	9	10 BE Day O.N.E. Hiring Form due for start date 10/15	11	12 Final day by 5pm to have all eforms submitted to HR to start the week of 10/22	13
Date Range 10/8-10/12 to submit all HR transactions thru eforms for the week of 10/22							
Required Item/Action • CBC • eform	14	15 Dept. deadline for submission of HR audit requests for eff. date of 11/1	16	17	18	19 Final day by 5pm to have all eforms submitted to HR to start the week of 10/29	20
Date Range 10/15-10/19 to submit all HR transactions thru eforms for the week of 10/29							
Audit Requests	21	22	23	24	25 BE Day O.N.E. Hiring Form due for start date 11/1	26 Final day by 5pm to have all eforms submitted to HR to start the week of 11/05	27
Date Range 10/22-10/26 to submit all HR transactions thru eforms for the week of 11/05							
• Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements  Audit for an effective date of the 1st of the month.	28	29	30	31	1	2 Final day by 5pm to have all eforms submitted to HR to start the week of 11/12	3
Date Range 10/29-11/2 to submit all HR transactions thru eforms for the week of 11/12							

# November 2018

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Benefits Eligible (BE) Hires	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Required Item/Action • CBC • Hiring Proposal • Hiring Form • eform	28	29	30	31	1	2	3	
	Date Range 10/29-11/2 to submit all HR transactions thru eforms for the week of 11/12						<b>Final day by 5pm to have all eforms submitted to HR to start the week of 11/12</b>	
Non-Benefits Eligible (NBE) Hires	4	5	6	7	8	9	10	
Required Item/Action • CBC • eform				BE Day O.N.E. Hiring Form due for start date 11/12		<b>Final day by 5pm to have all eforms submitted to HR to start the week of 11/19</b>		
	Date Range 11/05-11/9 to submit all HR transactions thru eforms for the week of 11/19							
	11	12	13	14	15	16	17	
				BE Day O.N.E. Hiring Form due for start date 11/19	Dept. deadline for submission of HR audit requests for eff. date of 12/1	<b>Final day by 5pm to have all eforms submitted to HR to start the week of 11/26</b>		
	Date Range 11/12-11/16 to submit all HR transactions thru eforms for the week of 11/26							
Audit Requests  • Promotion • Progression • Reclassification • Salary Increase • Staff Salary Supplements  Audit for an effective date of the 1st of the month.	18	19	20	21	22	23	24	
						<b>Final day by 5pm to have all eforms submitted to HR to start the week of 12/3</b>		
	Date Range 11/19-11/23 to submit all HR transactions thru eforms for the week of 12/03							
	25	26	27	28	29	30	1	
				BE Day O.N.E. Hiring Form due for start date 12/1		<b>Final day by 5pm to have all eforms submitted to HR to start the week of 12/10</b>		
	Date Range 11/26-11/30 to submit all HR transactions thru eforms for the week of 12/10							

# December 2018

## Actions

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

# January 2019

## Actions

<b>Benefits Eligible (BE) Hires</b>
Required Item/Action <ul style="list-style-type: none"> <li>• CBC</li> <li>• Hiring Proposal</li> <li>• Hiring Form</li> </ul>
<b>Non-Benefits Eligible (NBE) Hires</b>
Required Item/Action <ul style="list-style-type: none"> <li>• CBC</li> <li>• eform</li> </ul>
<b>Audit Requests</b>
<ul style="list-style-type: none"> <li>• Promotion</li> <li>• Progression</li> <li>• Reclassification</li> <li>• Salary Increase</li> <li>• Staff Salary Supplements</li> </ul> Audit for an effective date of the 1st of the

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