

2017-18 HCM Job Action Cutoff Schedule Fall-Winter

The schedule affords the optimum opportunity for job action requests to be reflected by the start (effective) date of the action. To use the schedule, match the effective date that is on the appointment letter with the same date in the first column below. The same row of the second column displays the earliest date to submit the request through the HCM/Payroll system's Template-based Hire or Manager Self-Service queues. The third column lists the cutoff (latest) date to submit the request in order to meet the job effective date.

* Requests should be submitted and approved at the department level before the "HCM Cutoff Date" for the effective date of the appointment /action being requested.

* Requests should not be submitted before the "Submission to HCM Start Date".

* Requests need to have no conflicts or issues and have complete and accurate supporting documentation attached, to be processed.

Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, September 2, 2017	Friday, May 12, 2017	Tuesday, August 8, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Sunday, September 3, 2017	Friday, May 12, 2017	Tuesday, August 8, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Monday, September 4, 2017	Friday, May 12, 2017	Tuesday, August 8, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Tuesday, September 5, 2017	Friday, May 12, 2017	Tuesday, August 8, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Wednesday, September 6, 2017	Monday, May 15, 2017	Wednesday, August 9, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Thursday, September 7, 2017	Tuesday, May 16, 2017	Thursday, August 10, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Friday, September 8, 2017	Wednesday, May 17, 2017	Friday, August 11, 2017	Friday, September 8, 2017	Friday, September 15, 2017
Saturday, September 9, 2017	Thursday, May 18, 2017	Monday, August 14, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Sunday, September 10, 2017	Thursday, May 18, 2017	Monday, August 14, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Monday, September 11, 2017	Thursday, May 18, 2017	Monday, August 14, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Tuesday, September 12, 2017	Friday, May 19, 2017	Tuesday, August 15, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Wednesday, September 13, 2017	Monday, May 22, 2017	Wednesday, August 16, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Thursday, September 14, 2017	Tuesday, May 23, 2017	Thursday, August 17, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Friday, September 15, 2017	Wednesday, May 24, 2017	Friday, August 18, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Saturday, September 16, 2017	Thursday, May 25, 2017	Monday, August 21, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Sunday, September 17, 2017	Thursday, May 25, 2017	Monday, August 21, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Monday, September 18, 2017	Thursday, May 25, 2017	Monday, August 21, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Tuesday, September 19, 2017	Friday, May 26, 2017	Tuesday, August 22, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Wednesday, September 20, 2017	Tuesday, May 30, 2017	Wednesday, August 23, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Thursday, September 21, 2017	Wednesday, May 31, 2017	Thursday, August 24, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Friday, September 22, 2017	Thursday, June 1, 2017	Friday, August 25, 2017	Friday, September 22, 2017	Friday, September 29, 2017
Saturday, September 23, 2017	Friday, June 2, 2017	Monday, August 28, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Sunday, September 24, 2017	Friday, June 2, 2017	Monday, August 28, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Monday, September 25, 2017	Friday, June 2, 2017	Monday, August 28, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Tuesday, September 26, 2017	Monday, June 5, 2017	Tuesday, August 29, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Wednesday, September 27, 2017	Tuesday, June 6, 2017	Wednesday, August 30, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Thursday, September 28, 2017	Wednesday, June 7, 2017	Thursday, August 31, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Friday, September 29, 2017	Thursday, June 8, 2017	Friday, September 1, 2017	Friday, October 6, 2017	Friday, October 13, 2017

2017-18 HCM Job Action Cutoff Schedule Fall-Winter

Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, September 30, 2017	Friday, June 9, 2017	Tuesday, September 5, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Sunday, October 1, 2017	Monday, June 12, 2017	Wednesday, September 6, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Monday, October 2, 2017	Monday, June 12, 2017	Wednesday, September 6, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Tuesday, October 3, 2017	Tuesday, June 13, 2017	Thursday, September 7, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Wednesday, October 4, 2017	Wednesday, June 14, 2017	Friday, September 8, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Thursday, October 5, 2017	Thursday, June 15, 2017	Monday, September 11, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Friday, October 6, 2017	Friday, June 16, 2017	Tuesday, September 12, 2017	Friday, October 6, 2017	Friday, October 13, 2017
Saturday, October 7, 2017	Tuesday, June 20, 2017	Thursday, September 14, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Sunday, October 8, 2017	Wednesday, June 21, 2017	Friday, September 15, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Monday, October 9, 2017	Thursday, June 22, 2017	Monday, September 18, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Tuesday, October 10, 2017	Monday, June 26, 2017	Wednesday, September 20, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Wednesday, October 11, 2017	Wednesday, June 28, 2017	Friday, September 22, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Thursday, October 12, 2017	Friday, June 30, 2017	Tuesday, September 26, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Friday, October 13, 2017	Wednesday, July 5, 2017	Thursday, September 28, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Saturday, October 14, 2017	Thursday, July 6, 2017	Friday, September 29, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Sunday, October 15, 2017	Thursday, July 6, 2017	Friday, September 29, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Monday, October 16, 2017	Thursday, July 6, 2017	Friday, September 29, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Tuesday, October 17, 2017	Friday, July 7, 2017	Monday, October 2, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Wednesday, October 18, 2017	Monday, July 10, 2017	Tuesday, October 3, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Thursday, October 19, 2017	Tuesday, July 11, 2017	Wednesday, October 4, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Friday, October 20, 2017	Wednesday, July 12, 2017	Thursday, October 5, 2017	Friday, October 20, 2017	Friday, October 27, 2017
Saturday, October 21, 2017	Thursday, July 13, 2017	Friday, October 6, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Sunday, October 22, 2017	Thursday, July 13, 2017	Friday, October 6, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Monday, October 23, 2017	Thursday, July 13, 2017	Friday, October 6, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Tuesday, October 24, 2017	Friday, July 14, 2017	Monday, October 9, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Wednesday, October 25, 2017	Monday, July 17, 2017	Tuesday, October 10, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Thursday, October 26, 2017	Tuesday, July 18, 2017	Wednesday, October 11, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Friday, October 27, 2017	Wednesday, July 19, 2017	Thursday, October 12, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Saturday, October 28, 2017	Thursday, July 20, 2017	Friday, October 13, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Sunday, October 29, 2017	Thursday, July 20, 2017	Friday, October 13, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Monday, October 30, 2017	Thursday, July 20, 2017	Friday, October 13, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Tuesday, October 31, 2017	Friday, July 21, 2017	Monday, October 16, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Wednesday, November 1, 2017	Monday, July 24, 2017	Tuesday, October 17, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Thursday, November 2, 2017	Tuesday, July 25, 2017	Wednesday, October 18, 2017	Friday, November 3, 2017	Friday, November 10, 2017
Friday, November 3, 2017	Wednesday, July 26, 2017	Thursday, October 19, 2017	Friday, November 3, 2017	Friday, November 10, 2017

2017-18 HCM Job Action Cutoff Schedule Fall-Winter

Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, November 4, 2017	Thursday, July 27, 2017	Friday, October 20, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Sunday, November 5, 2017	Thursday, July 27, 2017	Friday, October 20, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Monday, November 6, 2017	Thursday, July 27, 2017	Friday, October 20, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Tuesday, November 7, 2017	Friday, July 28, 2017	Monday, October 23, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Wednesday, November 8, 2017	Monday, July 31, 2017	Tuesday, October 24, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Thursday, November 9, 2017	Tuesday, August 1, 2017	Wednesday, October 25, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Friday, November 10, 2017	Wednesday, August 2, 2017	Thursday, October 26, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Saturday, November 11, 2017	Thursday, August 3, 2017	Friday, October 27, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Sunday, November 12, 2017	Thursday, August 3, 2017	Friday, October 27, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Monday, November 13, 2017	Thursday, August 3, 2017	Friday, October 27, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Tuesday, November 14, 2017	Friday, August 4, 2017	Monday, October 30, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Wednesday, November 15, 2017	Friday, August 4, 2017	Monday, October 30, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Thursday, November 16, 2017	Friday, August 4, 2017	Monday, October 30, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Friday, November 17, 2017	Monday, August 7, 2017	Tuesday, October 31, 2017	Friday, November 17, 2017	Friday, November 24, 2017
Saturday, November 18, 2017	Monday, August 7, 2017	Tuesday, October 31, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Sunday, November 19, 2017	Tuesday, August 8, 2017	Tuesday, October 31, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Monday, November 20, 2017	Tuesday, August 8, 2017	Tuesday, October 31, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Tuesday, November 21, 2017	Wednesday, August 9, 2017	Wednesday, November 1, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Wednesday, November 22, 2017	Thursday, August 10, 2017	Thursday, November 2, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Thursday, November 23, 2017	Thursday, August 10, 2017	Friday, November 3, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Friday, November 24, 2017	Thursday, August 10, 2017	Friday, November 3, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Saturday, November 25, 2017	Thursday, August 10, 2017	Friday, November 3, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Sunday, November 26, 2017	Thursday, August 10, 2017	Friday, November 3, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Monday, November 27, 2017	Thursday, August 10, 2017	Friday, November 3, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Tuesday, November 28, 2017	Friday, August 11, 2017	Monday, November 6, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Wednesday, November 29, 2017	Monday, August 14, 2017	Tuesday, November 7, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Thursday, November 30, 2017	Monday, August 14, 2017	Tuesday, November 7, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Friday, December 1, 2017	Tuesday, August 15, 2017	Wednesday, November 8, 2017	Friday, December 1, 2017	Friday, December 8, 2017
Saturday, December 2, 2017	Tuesday, August 15, 2017	Wednesday, November 8, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Sunday, December 3, 2017	Tuesday, August 15, 2017	Wednesday, November 8, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Monday, December 4, 2017	Wednesday, August 16, 2017	Thursday, November 9, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Tuesday, December 5, 2017	Wednesday, August 16, 2017	Thursday, November 9, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Wednesday, December 6, 2017	Wednesday, August 16, 2017	Thursday, November 9, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Thursday, December 7, 2017	Thursday, August 17, 2017	Friday, November 10, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Friday, December 8, 2017	Thursday, August 17, 2017	Friday, November 10, 2017	Friday, December 15, 2017	Friday, December 22, 2017

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Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, December 9, 2017	Thursday, August 17, 2017	Friday, November 10, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Sunday, December 10, 2017	Thursday, August 17, 2017	Friday, November 10, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Monday, December 11, 2017	Thursday, August 17, 2017	Friday, November 10, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Tuesday, December 12, 2017	Friday, August 18, 2017	Monday, November 13, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Wednesday, December 13, 2017	Monday, August 21, 2017	Tuesday, November 14, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Thursday, December 14, 2017	Tuesday, August 22, 2017	Wednesday, November 15, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Friday, December 15, 2017	Wednesday, August 23, 2017	Thursday, November 16, 2017	Friday, December 15, 2017	Friday, December 22, 2017
Saturday, December 16, 2017	Thursday, August 24, 2017	Friday, November 17, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Sunday, December 17, 2017	Thursday, August 24, 2017	Friday, November 17, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Monday, December 18, 2017	Thursday, August 24, 2017	Friday, November 17, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Tuesday, December 19, 2017	Friday, August 25, 2017	Monday, November 20, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Wednesday, December 20, 2017	Monday, August 28, 2017	Tuesday, November 21, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Thursday, December 21, 2017	Tuesday, August 29, 2017	Wednesday, November 22, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Friday, December 22, 2017	Wednesday, August 30, 2017	Monday, November 27, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Saturday, December 23, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Sunday, December 24, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Monday, December 25, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Tuesday, December 26, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Wednesday, December 27, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Thursday, December 28, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Friday, December 29, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, December 29, 2017	Friday, January 5, 2018
Saturday, December 30, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Sunday, December 31, 2017	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Monday, January 1, 2018	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Tuesday, January 2, 2018	Thursday, August 31, 2017	Tuesday, November 28, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Wednesday, January 3, 2018	Friday, September 1, 2017	Wednesday, November 29, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Thursday, January 4, 2018	Tuesday, September 5, 2017	Thursday, November 30, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Friday, January 5, 2018	Wednesday, September 6, 2017	Friday, December 1, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Saturday, January 6, 2018	Thursday, September 7, 2017	Monday, December 4, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Sunday, January 7, 2018	Thursday, September 7, 2017	Monday, December 4, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Monday, January 8, 2018	Thursday, September 7, 2017	Monday, December 4, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Tuesday, January 9, 2018	Friday, September 8, 2017	Tuesday, December 5, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Wednesday, January 10, 2018	Monday, September 11, 2017	Wednesday, December 6, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Thursday, January 11, 2018	Tuesday, September 12, 2017	Thursday, December 7, 2017	Friday, January 12, 2018	Friday, January 19, 2018
Friday, January 12, 2018	Wednesday, September 13, 2017	Friday, December 8, 2017	Friday, January 12, 2018	Friday, January 19, 2018

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Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, January 13, 2018	Thursday, September 14, 2017	Monday, December 11, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Sunday, January 14, 2018	Thursday, September 14, 2017	Monday, December 11, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Monday, January 15, 2018	Thursday, September 14, 2017	Monday, December 11, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Tuesday, January 16, 2018	Thursday, September 14, 2017	Monday, December 11, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Wednesday, January 17, 2018	Friday, September 15, 2017	Tuesday, December 12, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Thursday, January 18, 2018	Monday, September 18, 2017	Wednesday, December 13, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Friday, January 19, 2018	Tuesday, September 19, 2017	Thursday, December 14, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Saturday, January 20, 2018	Wednesday, September 20, 2017	Friday, December 15, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Sunday, January 21, 2018	Wednesday, September 20, 2017	Friday, December 15, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Monday, January 22, 2018	Wednesday, September 20, 2017	Friday, December 15, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Tuesday, January 23, 2018	Thursday, September 21, 2017	Monday, December 18, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Wednesday, January 24, 2018	Friday, September 22, 2017	Tuesday, December 19, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Thursday, January 25, 2018	Monday, September 25, 2017	Wednesday, December 20, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Friday, January 26, 2018	Tuesday, September 26, 2017	Thursday, December 21, 2017	Friday, January 26, 2018	Friday, February 2, 2018
Saturday, January 27, 2018	Wednesday, September 27, 2017	Friday, December 22, 2017	Friday, February 9, 2018	Friday, February 16, 2018
Sunday, January 28, 2018	Wednesday, September 27, 2017	Friday, December 22, 2017	Friday, February 9, 2018	Friday, February 16, 2018
Monday, January 29, 2018	Wednesday, September 27, 2017	Friday, December 22, 2017	Friday, February 9, 2018	Friday, February 16, 2018
Tuesday, January 30, 2018	Thursday, September 28, 2017	Tuesday, January 2, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Wednesday, January 31, 2018	Friday, September 29, 2017	Wednesday, January 3, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Thursday, February 1, 2018	Monday, October 2, 2017	Thursday, January 4, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Friday, February 2, 2018	Tuesday, October 3, 2017	Friday, January 5, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Saturday, February 3, 2018	Wednesday, October 4, 2017	Monday, January 8, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Sunday, February 4, 2018	Wednesday, October 4, 2017	Monday, January 8, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Monday, February 5, 2018	Wednesday, October 4, 2017	Monday, January 8, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Tuesday, February 6, 2018	Thursday, October 5, 2017	Tuesday, January 9, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Wednesday, February 7, 2018	Friday, October 6, 2017	Wednesday, January 10, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Thursday, February 8, 2018	Monday, October 9, 2017	Thursday, January 11, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Friday, February 9, 2018	Tuesday, October 10, 2017	Friday, January 12, 2018	Friday, February 9, 2018	Friday, February 16, 2018
Saturday, February 10, 2018	Wednesday, October 11, 2017	Tuesday, January 16, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Sunday, February 11, 2018	Wednesday, October 11, 2017	Tuesday, January 16, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Monday, February 12, 2018	Wednesday, October 11, 2017	Tuesday, January 16, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Tuesday, February 13, 2018	Thursday, October 12, 2017	Wednesday, January 17, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Wednesday, February 14, 2018	Friday, October 13, 2017	Thursday, January 18, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Thursday, February 15, 2018	Monday, October 16, 2017	Friday, January 19, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Friday, February 16, 2018	Tuesday, October 17, 2017	Monday, January 22, 2018	Friday, February 23, 2018	Friday, March 2, 2018

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Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, February 17, 2018	Wednesday, October 18, 2017	Tuesday, January 23, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Sunday, February 18, 2018	Wednesday, October 18, 2017	Tuesday, January 23, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Monday, February 19, 2018	Wednesday, October 18, 2017	Tuesday, January 23, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Tuesday, February 20, 2018	Thursday, October 19, 2017	Wednesday, January 24, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Wednesday, February 21, 2018	Friday, October 20, 2017	Thursday, January 25, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Thursday, February 22, 2018	Monday, October 23, 2017	Friday, January 26, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Friday, February 23, 2018	Tuesday, October 24, 2017	Monday, January 29, 2018	Friday, February 23, 2018	Friday, March 2, 2018
Saturday, February 24, 2018	Thursday, October 26, 2017	Wednesday, January 31, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Sunday, February 25, 2018	Thursday, October 26, 2017	Wednesday, January 31, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Monday, February 26, 2018	Friday, October 27, 2017	Thursday, February 1, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Tuesday, February 27, 2018	Monday, October 30, 2017	Friday, February 2, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Wednesday, February 28, 2018	Tuesday, October 31, 2017	Monday, February 5, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Thursday, March 1, 2018	Wednesday, November 1, 2017	Tuesday, February 6, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Friday, March 2, 2018	Thursday, November 2, 2017	Wednesday, February 7, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Saturday, March 3, 2018	Friday, November 3, 2017	Thursday, February 8, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Sunday, March 4, 2018	Friday, November 3, 2017	Thursday, February 8, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Monday, March 5, 2018	Friday, November 3, 2017	Thursday, February 8, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Tuesday, March 6, 2018	Monday, November 6, 2017	Friday, February 9, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Wednesday, March 7, 2018	Thursday, November 9, 2017	Wednesday, February 14, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Thursday, March 8, 2018	Friday, November 10, 2017	Thursday, February 15, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Friday, March 9, 2018	Monday, November 13, 2017	Friday, February 16, 2018	Friday, March 9, 2018	Friday, March 16, 2018
Saturday, March 10, 2018	Wednesday, November 15, 2017	Tuesday, February 20, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Sunday, March 11, 2018	Wednesday, November 15, 2017	Tuesday, February 20, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Monday, March 12, 2018	Thursday, November 16, 2017	Wednesday, February 21, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Tuesday, March 13, 2018	Friday, November 17, 2017	Thursday, February 22, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Wednesday, March 14, 2018	Monday, November 20, 2017	Friday, February 23, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Thursday, March 15, 2018	Tuesday, November 21, 2017	Monday, February 26, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Friday, March 16, 2018	Wednesday, November 22, 2017	Tuesday, February 27, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Saturday, March 17, 2018	Wednesday, November 29, 2017	Friday, March 2, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Sunday, March 18, 2018	Wednesday, November 29, 2017	Friday, March 2, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Monday, March 19, 2018	Wednesday, November 29, 2017	Friday, March 2, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Tuesday, March 20, 2018	Thursday, November 30, 2017	Monday, March 5, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Wednesday, March 21, 2018	Friday, December 1, 2017	Tuesday, March 6, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Thursday, March 22, 2018	Monday, December 4, 2017	Wednesday, March 7, 2018	Friday, March 23, 2018	Friday, March 30, 2018
Friday, March 23, 2018	Tuesday, December 5, 2017	Thursday, March 8, 2018	Friday, March 23, 2018	Friday, March 30, 2018

2017-18 HCM Job Action Cutoff Schedule Fall-Winter

Effective Date of Action (Start or Begin Date)	Submission To HCM Start Date (Date Preparer/Approver can Begin to Submit Requests for the Effective Date)	HCM Cutoff Date (Cutoff or Latest Date Preparer/Approver can Submit Requests to Meet the Effective Date)	Benefit Cycle Pay Check Date	Non Benefit Cycle (Hourly Hourly Class 4 & 5) Pay Check Date
Saturday, March 24, 2018	Wednesday, December 6, 2017	Friday, March 9, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Sunday, March 25, 2018	Wednesday, December 6, 2017	Friday, March 9, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Monday, March 26, 2018	Wednesday, December 6, 2017	Friday, March 9, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Tuesday, March 27, 2018	Thursday, December 7, 2017	Monday, March 12, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Wednesday, March 28, 2018	Friday, December 8, 2017	Tuesday, March 13, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Thursday, March 29, 2018	Monday, December 11, 2017	Wednesday, March 14, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Friday, March 30, 2018	Tuesday, December 12, 2017	Thursday, March 15, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Saturday, March 31, 2018	Wednesday, December 13, 2017	Friday, March 16, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Sunday, April 1, 2018	Wednesday, December 13, 2017	Friday, March 16, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Monday, April 2, 2018	Wednesday, December 13, 2017	Friday, March 16, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Tuesday, April 3, 2018	Thursday, December 14, 2017	Monday, March 19, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Wednesday, April 4, 2018	Friday, December 15, 2017	Tuesday, March 20, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Thursday, April 5, 2018	Monday, December 18, 2017	Wednesday, March 21, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Friday, April 6, 2018	Tuesday, December 19, 2017	Thursday, March 22, 2018	Friday, April 6, 2018	Friday, April 13, 2018
Saturday, April 7, 2018	Wednesday, December 20, 2017	Friday, March 23, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Sunday, April 8, 2018	Wednesday, December 20, 2017	Friday, March 23, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Monday, April 9, 2018	Wednesday, December 20, 2017	Friday, March 23, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Tuesday, April 10, 2018	Thursday, December 21, 2017	Monday, March 26, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Wednesday, April 11, 2018	Friday, December 22, 2017	Tuesday, March 27, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Thursday, April 12, 2018	Tuesday, January 2, 2018	Wednesday, March 28, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Friday, April 13, 2018	Wednesday, January 3, 2018	Thursday, March 29, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Saturday, April 14, 2018	Thursday, January 4, 2018	Friday, March 30, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Sunday, April 15, 2018	Thursday, January 4, 2018	Friday, March 30, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Monday, April 16, 2018	Thursday, January 4, 2018	Friday, March 30, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Tuesday, April 17, 2018	Friday, January 5, 2018	Monday, April 2, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Wednesday, April 18, 2018	Monday, January 8, 2018	Tuesday, April 3, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Thursday, April 19, 2018	Tuesday, January 9, 2018	Wednesday, April 4, 2018	Friday, April 20, 2018	Friday, April 27, 2018
Friday, April 20, 2018	Wednesday, January 10, 2018	Thursday, April 5, 2018	Friday, April 20, 2018	Friday, April 27, 2018