

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 |
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| Saturday, February 22, 2020 | Wednesday, November 13, 2019 | Friday, February 7, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Sunday, February 23, 2020 | Wednesday, November 13, 2019 | Friday, February 7, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Monday, February 24, 2020 | Wednesday, November 13, 2019 | Friday, February 7, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Tuesday, February 25, 2020 | Thursday, November 14, 2019 | Monday, February 10, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Wednesday, February 26, 2020 | Friday, November 15, 2019 | Tuesday, February 11, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Thursday, February 27, 2020 | Monday, November 18, 2019 | Wednesday, February 12, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Friday, February 28, 2020 | Tuesday, November 19, 2019 | Thursday, February 13, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
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| Sunday, March 1, 2020 | Wednesday, November 20, 2019 | Friday, February 14, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Monday, March 2, 2020 | Wednesday, November 20, 2019 | Friday, February 14, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
| Tuesday, March 3, 2020 | Thursday, November 21, 2019 | Monday, February 17, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
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| Thursday, March 5, 2020 | Monday, November 25, 2019 | Wednesday, February 19, 2020 | Friday, March 6, 2020 | Friday, March 13, 2020 |
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| Sunday, May 31, 2020 | Thursday, February 20, 2020 | Thursday, May 14, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Monday, June 1, 2020 | Thursday, February 20, 2020 | Thursday, May 14, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Tuesday, June 2, 2020 | Friday, February 21, 2020 | Friday, May 15, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Wednesday, June 3, 2020 | Monday, February 24, 2020 | Monday, May 18, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Thursday, June 4, 2020 | Tuesday, February 25, 2020 | Tuesday, May 19, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
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| Saturday, June 6, 2020 | Thursday, February 27, 2020 | Thursday, May 21, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Sunday, June 7, 2020 | Thursday, February 27, 2020 | Thursday, May 21, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Monday, June 8, 2020 | Thursday, February 27, 2020 | Thursday, May 21, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Tuesday, June 9, 2020 | Friday, February 28, 2020 | Friday, May 22, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Wednesday, June 10, 2020 | Monday, March 2, 2020 | Tuesday, May 26, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
| Thursday, June 11, 2020 | Tuesday, March 3, 2020 | Wednesday, May 27, 2020 | Friday, June 12, 2020 | Friday, June 19, 2020 |
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| Sunday, June 14, 2020 | Thursday, March 5, 2020 | Friday, May 29, 2020 | Friday, June 26, 2020 | Friday, July 3, 2020 |
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| Saturday, June 20, 2020 | Thursday, March 12, 2020 | Friday, June 5, 2020 | Friday, June 26, 2020 | Friday, July 3, 2020 |
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| Sunday, June 28, 2020 | Thursday, March 19, 2020 | Friday, June 12, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
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| Tuesday, June 30, 2020 | Friday, March 20, 2020 | Monday, June 15, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
| Wednesday, July 1, 2020 | Monday, March 23, 2020 | Tuesday, June 16, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
| Thursday, July 2, 2020 | Tuesday, March 24, 2020 | Wednesday, June 17, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
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| Saturday, July 4, 2020 | Wednesday, March 25, 2020 | Thursday, June 18, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
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| Thursday, July 9, 2020 | Monday, March 30, 2020 | Tuesday, June 23, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
| Friday, July 10, 2020 | Tuesday, March 31, 2020 | Wednesday, June 24, 2020 | Friday, July 10, 2020 | Friday, July 17, 2020 |
| Saturday, July 11, 2020 | Wednesday, April 1, 2020 | Thursday, June 25, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
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| Monday, July 13, 2020 | Wednesday, April 1, 2020 | Thursday, June 25, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
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| Wednesday, July 15, 2020 | Friday, April 3, 2020 | Monday, June 29, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
| Thursday, July 16, 2020 | Monday, April 6, 2020 | Tuesday, June 30, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
| Friday, July 17, 2020 | Tuesday, April 7, 2020 | Wednesday, July 1, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
| Saturday, July 18, 2020 | Wednesday, April 8, 2020 | Thursday, July 2, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
| Sunday, July 19, 2020 | Wednesday, April 8, 2020 | Thursday, July 2, 2020 | Friday, July 24, 2020 | Friday, July 31, 2020 |
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| Friday, August 21, 2020 | Tuesday, May 12, 2020 | Thursday, August 6, 2020 | Friday, August 21, 2020 | Friday, August 28, 2020 |
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| Monday, August 31, 2020 | Wednesday, May 20, 2020 | Friday, August 14, 2020 | Friday, September 4, 2020 | Friday, September 11, 2020 |
| Tuesday, September 1, 2020 | Thursday, May 21, 2020 | Monday, August 17, 2020 | Friday, September 4, 2020 | Friday, September 11, 2020 |
| Wednesday, September 2, 2020 | Friday, May 22, 2020 | Tuesday, August 18, 2020 | Friday, September 4, 2020 | Friday, September 11, 2020 |
| Thursday, September 3, 2020 | Tuesday, May 26, 2020 | Wednesday, August 19, 2020 | Friday, September 4, 2020 | Friday, September 11, 2020 |
| Friday, September 4, 2020 | Wednesday, May 27, 2020 | Thursday, August 20, 2020 | Friday, September 4, 2020 | Friday, September 11, 2020 |
| Saturday, September 5, 2020 | Thursday, May 28, 2020 | Friday, August 21, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Sunday, September 6, 2020 | Thursday, May 28, 2020 | Friday, August 21, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Monday, September 7, 2020 | Thursday, May 28, 2020 | Friday, August 21, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Tuesday, September 8, 2020 | Thursday, May 28, 2020 | Friday, August 21, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Wednesday, September 9, 2020 | Friday, May 29, 2020 | Monday, August 24, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Thursday, September 10, 2020 | Monday, June 1, 2020 | Tuesday, August 25, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Friday, September 11, 2020 | Tuesday, June 2, 2020 | Wednesday, August 26, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Saturday, September 12, 2020 | Wednesday, June 3, 2020 | Thursday, August 27, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Sunday, September 13, 2020 | Wednesday, June 3, 2020 | Thursday, August 27, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Monday, September 14, 2020 | Wednesday, June 3, 2020 | Thursday, August 27, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Tuesday, September 15, 2020 | Thursday, June 4, 2020 | Friday, August 28, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Wednesday, September 16, 2020 | Friday, June 5, 2020 | Monday, August 31, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Thursday, September 17, 2020 | Monday, June 8, 2020 | Tuesday, September 1, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Friday, September 18, 2020 | Tuesday, June 9, 2020 | Wednesday, September 2, 2020 | Friday, September 18, 2020 | Friday, September 25, 2020 |
| Saturday, September 19, 2020 | Wednesday, June 10, 2020 | Thursday, September 3, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Sunday, September 20, 2020 | Wednesday, June 10, 2020 | Thursday, September 3, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Monday, September 21, 2020 | Wednesday, June 10, 2020 | Thursday, September 3, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Tuesday, September 22, 2020 | Thursday, June 11, 2020 | Friday, September 4, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Wednesday, September 23, 2020 | Friday, June 12, 2020 | Tuesday, September 8, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Thursday, September 24, 2020 | Monday, June 15, 2020 | Wednesday, September 9, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |

| 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 |
|---|--|---|---|---|
| Friday, September 25, 2020 | Tuesday, June 16, 2020 | Thursday, September 10, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Saturday, September 26, 2020 | Wednesday, June 17, 2020 | Friday, September 11, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Sunday, September 27, 2020 | Wednesday, June 17, 2020 | Friday, September 11, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Monday, September 28, 2020 | Wednesday, June 17, 2020 | Friday, September 11, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Tuesday, September 29, 2020 | Thursday, June 18, 2020 | Monday, September 14, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Wednesday, September 30, 2020 | Friday, June 19, 2020 | Tuesday, September 15, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Thursday, October 1, 2020 | Monday, June 22, 2020 | Wednesday, September 16, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Friday, October 2, 2020 | Tuesday, June 23, 2020 | Thursday, September 17, 2020 | Friday, October 2, 2020 | Friday, October 9, 2020 |
| Saturday, October 3, 2020 | Wednesday, June 24, 2020 | Friday, September 18, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Sunday, October 4, 2020 | Wednesday, June 24, 2020 | Friday, September 18, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Monday, October 5, 2020 | Wednesday, June 24, 2020 | Friday, September 18, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Tuesday, October 6, 2020 | Thursday, June 25, 2020 | Monday, September 21, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Wednesday, October 7, 2020 | Friday, June 26, 2020 | Tuesday, September 22, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Thursday, October 8, 2020 | Monday, June 29, 2020 | Wednesday, September 23, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Friday, October 9, 2020 | Tuesday, June 30, 2020 | Thursday, September 24, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Saturday, October 10, 2020 | Wednesday, July 1, 2020 | Friday, September 25, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Sunday, October 11, 2020 | Wednesday, July 1, 2020 | Friday, September 25, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Monday, October 12, 2020 | Wednesday, July 1, 2020 | Friday, September 25, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Tuesday, October 13, 2020 | Thursday, July 2, 2020 | Monday, September 28, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Wednesday, October 14, 2020 | Monday, July 6, 2020 | Tuesday, September 29, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Thursday, October 15, 2020 | Tuesday, July 7, 2020 | Wednesday, September 30, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |
| Friday, October 16, 2020 | Wednesday, July 8, 2020 | Thursday, October 1, 2020 | Friday, October 16, 2020 | Friday, October 23, 2020 |