

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, June 12, 2021	Thursday, March 4, 2021	Thursday, May 27, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Sunday, June 13, 2021	Thursday, March 4, 2021	Thursday, May 27, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Monday, June 14, 2021	Thursday, March 4, 2021	Thursday, May 27, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Tuesday, June 15, 2021	Friday, March 5, 2021	Friday, May 28, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Wednesday, June 16, 2021	Monday, March 8, 2021	Tuesday, June 1, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Thursday, June 17, 2021	Tuesday, March 9, 2021	Wednesday, June 2, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Friday, June 18, 2021	Wednesday, March 10, 2021	Thursday, June 3, 2021	Friday, June 25, 2021	Friday, July 2, 2021

Saturday, June 19, 2021	Thursday, March 11, 2021	Friday, June 4, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Sunday, June 20, 2021	Thursday, March 11, 2021	Friday, June 4, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Monday, June 21, 2021	Thursday, March 11, 2021	Friday, June 4, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Tuesday, June 22, 2021	Friday, March 12, 2021	Monday, June 7, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Wednesday, June 23, 2021	Monday, March 15, 2021	Tuesday, June 8, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Thursday, June 24, 2021	Tuesday, March 16, 2021	Wednesday, June 9, 2021	Friday, June 25, 2021	Friday, July 2, 2021
Friday, June 25, 2021	Wednesday, March 17, 2021	Thursday, June 10, 2021	Friday, June 25, 2021	Friday, July 2, 2021

Saturday, June 26, 2021	Thursday, March 18, 2021	Friday, June 11, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Sunday, June 27, 2021	Thursday, March 18, 2021	Friday, June 11, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Monday, June 28, 2021	Thursday, March 18, 2021	Friday, June 11, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Tuesday, June 29, 2021	Friday, March 19, 2021	Monday, June 14, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Wednesday, June 30, 2021	Monday, March 22, 2021	Tuesday, June 15, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Thursday, July 1, 2021	Tuesday, March 23, 2021	Wednesday, June 16, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Friday, July 2, 2021	Wednesday, March 24, 2021	Thursday, June 17, 2021	Friday, July 9, 2021	Friday, July 16, 2021

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Tuesday, July 6, 2021	Thursday, March 25, 2021	Friday, June 18, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Wednesday, July 7, 2021	Friday, March 26, 2021	Monday, June 21, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Thursday, July 8, 2021	Monday, March 29, 2021	Tuesday, June 22, 2021	Friday, July 9, 2021	Friday, July 16, 2021
Friday, July 9, 2021	Tuesday, March 30, 2021	Wednesday, June 23, 2021	Friday, July 9, 2021	Friday, July 16, 2021

Saturday, July 10, 2021	Wednesday, March 31, 2021	Thursday, June 24, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Sunday, July 11, 2021	Wednesday, March 31, 2021	Thursday, June 24, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Monday, July 12, 2021	Wednesday, March 31, 2021	Thursday, June 24, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Tuesday, July 13, 2021	Thursday, April 1, 2021	Friday, June 25, 2021	Friday, July 23, 2021	Friday, July 30, 2021

Wednesday, July 14, 2021	Friday, April 2, 2021	Monday, June 28, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Thursday, July 15, 2021	Monday, April 5, 2021	Tuesday, June 29, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Friday, July 16, 2021	Tuesday, April 6, 2021	Wednesday, June 30, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Saturday, July 17, 2021	Wednesday, April 7, 2021	Thursday, July 1, 2021	Friday, July 23, 2021	Friday, July 30, 2021
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Monday, July 19, 2021	Wednesday, April 7, 2021	Thursday, July 1, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Tuesday, July 20, 2021	Thursday, April 8, 2021	Friday, July 2, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Wednesday, July 21, 2021	Friday, April 9, 2021	Tuesday, July 6, 2021	Friday, July 23, 2021	Friday, July 30, 2021
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Friday, July 23, 2021	Tuesday, April 13, 2021	Thursday, July 8, 2021	Friday, July 23, 2021	Friday, July 30, 2021
Saturday, July 24, 2021	Wednesday, April 14, 2021	Friday, July 9, 2021	Friday, August 6, 2021	Friday, August 13, 2021
Sunday, July 25, 2021	Wednesday, April 14, 2021	Friday, July 9, 2021	Friday, August 6, 2021	Friday, August 13, 2021
Monday, July 26, 2021	Wednesday, April 14, 2021	Friday, July 9, 2021	Friday, August 6, 2021	Friday, August 13, 2021
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Wednesday, October 27, 2021	Monday, July 19, 2021	Tuesday, October 12, 2021	Friday, October 29, 2021	Friday, November 5, 2021
Thursday, October 28, 2021	Tuesday, July 20, 2021	Wednesday, October 13, 2021	Friday, October 29, 2021	Friday, November 5, 2021
Friday, October 29, 2021	Wednesday, July 21, 2021	Thursday, October 14, 2021	Friday, October 29, 2021	Friday, November 5, 2021
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Sunday, October 31, 2021	Thursday, July 22, 2021	Friday, October 15, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Monday, November 1, 2021	Thursday, July 22, 2021	Friday, October 15, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Tuesday, November 2, 2021	Friday, July 23, 2021	Monday, October 18, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Wednesday, November 3, 2021	Monday, July 26, 2021	Tuesday, October 19, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Thursday, November 4, 2021	Tuesday, July 27, 2021	Wednesday, October 20, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Friday, November 5, 2021	Wednesday, July 28, 2021	Thursday, October 21, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Saturday, November 6, 2021	Thursday, July 29, 2021	Friday, October 22, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Sunday, November 7, 2021	Thursday, July 29, 2021	Friday, October 22, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Monday, November 8, 2021	Thursday, July 29, 2021	Friday, October 22, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Tuesday, November 9, 2021	Friday, July 30, 2021	Monday, October 25, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Wednesday, November 10, 2021	Monday, August 2, 2021	Tuesday, October 26, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Thursday, November 11, 2021	Tuesday, August 3, 2021	Wednesday, October 27, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Friday, November 12, 2021	Wednesday, August 4, 2021	Thursday, October 28, 2021	Friday, November 12, 2021	Friday, November 19, 2021
Saturday, November 13, 2021	Thursday, August 5, 2021	Friday, October 29, 2021	Friday, November 26, 2021	Friday, December 3, 2021

Sunday, November 14, 2021	Thursday, August 5, 2021	Friday, October 29, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Monday, November 15, 2021	Thursday, August 5, 2021	Friday, October 29, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Tuesday, November 16, 2021	Friday, August 6, 2021	Monday, November 1, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Wednesday, November 17, 2021	Monday, August 9, 2021	Tuesday, November 2, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Thursday, November 18, 2021	Tuesday, August 10, 2021	Wednesday, November 3, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Friday, November 19, 2021	Wednesday, August 11, 2021	Thursday, November 4, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Saturday, November 20, 2021	Thursday, August 12, 2021	Friday, November 5, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Sunday, November 21, 2021	Thursday, August 12, 2021	Friday, November 5, 2021	Friday, November 26, 2021	Friday, December 3, 2021
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Thursday, November 25, 2021	Tuesday, August 17, 2021	Wednesday, November 10, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Friday, November 26, 2021	Tuesday, August 17, 2021	Wednesday, November 10, 2021	Friday, November 26, 2021	Friday, December 3, 2021
Saturday, November 27, 2021	Tuesday, August 17, 2021	Wednesday, November 10, 2021	Friday, December 10, 2021	Friday, December 17, 2021
Sunday, November 28, 2021	Tuesday, August 17, 2021	Wednesday, November 10, 2021	Friday, December 10, 2021	Friday, December 17, 2021
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Thursday, December 9, 2021	Friday, August 27, 2021	Monday, November 22, 2021	Friday, December 10, 2021	Friday, December 17, 2021
Friday, December 10, 2021	Monday, August 30, 2021	Tuesday, November 23, 2021	Friday, December 10, 2021	Friday, December 17, 2021
Saturday, December 11, 2021	Tuesday, August 31, 2021	Wednesday, November 24, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Sunday, December 12, 2021	Tuesday, August 31, 2021	Wednesday, November 24, 2021	Friday, December 24, 2021	Friday, December 31, 2021
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Wednesday, December 15, 2021	Thursday, September 2, 2021	Tuesday, November 30, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Thursday, December 16, 2021	Friday, September 3, 2021	Wednesday, December 1, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Friday, December 17, 2021	Tuesday, September 7, 2021	Thursday, December 2, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Saturday, December 18, 2021	Wednesday, September 8, 2021	Friday, December 3, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Sunday, December 19, 2021	Wednesday, September 8, 2021	Friday, December 3, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Monday, December 20, 2021	Wednesday, September 8, 2021	Friday, December 3, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Tuesday, December 21, 2021	Thursday, September 9, 2021	Monday, December 6, 2021	Friday, December 24, 2021	Friday, December 31, 2021
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Thursday, December 23, 2021	Monday, September 13, 2021	Wednesday, December 8, 2021	Friday, December 24, 2021	Friday, December 31, 2021
Friday, December 24, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, December 24, 2021	Friday, December 31, 2021

Saturday, December 25, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Sunday, December 26, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Monday, December 27, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Tuesday, December 28, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Wednesday, December 29, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Thursday, December 30, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Friday, December 31, 2021	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Saturday, January 1, 2022	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Sunday, January 2, 2022	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Monday, January 3, 2022	Tuesday, September 14, 2021	Thursday, December 9, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Tuesday, January 4, 2022	Wednesday, September 15, 2021	Friday, December 10, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Wednesday, January 5, 2022	Thursday, September 16, 2021	Monday, December 13, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Thursday, January 6, 2022	Friday, September 17, 2021	Tuesday, December 14, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Friday, January 7, 2022	Monday, September 20, 2021	Wednesday, December 15, 2021	Friday, January 7, 2022	Friday, January 14, 2022
Saturday, January 8, 2022	Tuesday, September 21, 2021	Thursday, December 16, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Sunday, January 9, 2022	Tuesday, September 21, 2021	Thursday, December 16, 2021	Friday, January 21, 2022	Friday, January 28, 2022
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Thursday, January 13, 2022	Friday, September 24, 2021	Tuesday, December 21, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Friday, January 14, 2022	Monday, September 27, 2021	Wednesday, December 22, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Saturday, January 15, 2022	Tuesday, September 28, 2021	Thursday, December 23, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Sunday, January 16, 2022	Tuesday, September 28, 2021	Thursday, December 23, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Monday, January 17, 2022	Tuesday, September 28, 2021	Thursday, December 23, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Tuesday, January 18, 2022	Tuesday, September 28, 2021	Thursday, December 23, 2021	Friday, January 21, 2022	Friday, January 28, 2022
Wednesday, January 19, 2022	Wednesday, September 29, 2021	Monday, January 3, 2022	Friday, January 21, 2022	Friday, January 28, 2022
Thursday, January 20, 2022	Thursday, September 30, 2021	Tuesday, January 4, 2022	Friday, January 21, 2022	Friday, January 28, 2022
Friday, January 21, 2022	Friday, October 1, 2021	Wednesday, January 5, 2022	Friday, January 21, 2022	Friday, January 28, 2022
Saturday, January 22, 2022	Monday, October 4, 2021	Thursday, January 6, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Sunday, January 23, 2022	Monday, October 4, 2021	Thursday, January 6, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Monday, January 24, 2022	Monday, October 4, 2021	Thursday, January 6, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Tuesday, January 25, 2022	Tuesday, October 5, 2021	Friday, January 7, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Wednesday, January 26, 2022	Wednesday, October 6, 2021	Monday, January 10, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Thursday, January 27, 2022	Thursday, October 7, 2021	Tuesday, January 11, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Friday, January 28, 2022	Friday, October 8, 2021	Wednesday, January 12, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Saturday, January 29, 2022	Monday, October 11, 2021	Thursday, January 13, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Sunday, January 30, 2022	Monday, October 11, 2021	Thursday, January 13, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Monday, January 31, 2022	Monday, October 11, 2021	Thursday, January 13, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Tuesday, February 1, 2022	Tuesday, October 12, 2021	Friday, January 14, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Wednesday, February 2, 2022	Wednesday, October 13, 2021	Tuesday, January 18, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Thursday, February 3, 2022	Thursday, October 14, 2021	Wednesday, January 19, 2022	Friday, February 4, 2022	Friday, February 11, 2022
Friday, February 4, 2022	Friday, October 15, 2021	Thursday, January 20, 2022	Friday, February 4, 2022	Friday, February 11, 2022