

This monthly schedule shows when new hire paperwork needs to be submitted to HR. New hires can only begin employment at the beginning of a pay period which are the 1st or the 16th of the month.

New Hire Schedule			
Complete Packets Due to HR by 2:00 p.m.	Employee To Begin Work	Complete Packets Due to HR by 2:00 p.m.	Employee To Begin Work
6/22/2023	7/3/2023	12/20/2023	1/2/2024