

Personnel Transaction Due Dates 2017

Effective Date	PeopleAdmin Hiring Proposal with President approval due to HR Employment	Due to HR for classification/compensation by 12 noon	Due to Budget with VP approval	PCNs with all required signatures due to HR Employment
1/1/2017			Monday, November 28, 2016	Friday, December 2, 2016
1/16/2017	Tuesday, January 3, 2017		Thursday, December 15, 2016	Friday, January 6, 2017
2/1/2017	Friday, January 13, 2017	Monday, January 9, 2017	Wednesday, January 11, 2017	Thursday, January 19, 2017
2/16/2017	Tuesday, January 31, 2017	Wednesday, January 25, 2017	Friday, January 27, 2017	Friday, February 3, 2017
3/1/2017	Wednesday, February 15, 2017	Wednesday, February 8, 2017	Friday, February 10, 2017	Friday, February 17, 2017
3/16/2017	Tuesday, February 28, 2017	Thursday, February 23, 2017	Monday, February 27, 2017	Monday, March 6, 2017
4/1/2017	Wednesday, March 15, 2017	Friday, March 10, 2017	Tuesday, March 14, 2017	Tuesday, March 21, 2017
4/16/2017	Friday, March 31, 2017	Friday, March 24, 2017	Tuesday, March 28, 2017	Tuesday, April 4, 2017
5/1/2017	Friday, April 14, 2017	Friday, April 7, 2017	Tuesday, April 11, 2017	Tuesday, April 18, 2017
5/16/2017	Friday, April 28, 2017	Monday, April 24, 2017	Wednesday, April 26, 2017	Wednesday, May 3, 2017
6/1/2017	Monday, May 15, 2017	Tuesday, May 9, 2017	Thursday, May 11, 2017	Thursday, May 18, 2017
6/16/2017	Wednesday, May 31, 2017	Wednesday, May 24, 2017	Friday, May 26, 2017	Monday, June 5, 2017
7/1/2017	Thursday, June 15, 2017	Friday, June 9, 2017	Tuesday, June 13, 2017	Tuesday, June 20, 2017
7/16/2017	Friday, June 30, 2017	Friday, June 23, 2017	Tuesday, June 27, 2017	Wednesday, July 5, 2017
8/1/2017	Friday, July 14, 2017	Monday, July 10, 2017	Wednesday, July 12, 2017	Wednesday, July 19, 2017
8/16/2017	Friday, July 28, 2017	Tuesday, July 25, 2017	Thursday, July 27, 2017	Thursday, August 3, 2017
9/1/2017	Tuesday, August 15, 2017	Thursday, August 10, 2017	Monday, August 14, 2017	Monday, August 21, 2017
9/16/2017	Thursday, August 31, 2017	Thursday, August 24, 2017	Monday, August 28, 2017	Tuesday, September 5, 2017
10/1/2017	Friday, September 15, 2017	Friday, September 8, 2017	Tuesday, September 12, 2017	Tuesday, September 19, 2017
10/16/2017	Friday, September 29, 2017	Friday, September 22, 2017	Tuesday, September 26, 2017	Tuesday, October 3, 2017
11/1/2017	Friday, October 13, 2017	Tuesday, October 10, 2017	Thursday, October 12, 2017	Thursday, October 19, 2017
11/16/2017	Tuesday, October 31, 2017	Wednesday, October 25, 2017	Friday, October 27, 2017	Friday, November 3, 2017
12/1/2017	Wednesday, November 15, 2017	Wednesday, November 8, 2017	Friday, November 10, 2017	Friday, November 17, 2017
12/16/2017	No New Hires	Tuesday, November 21, 2017	Tuesday, November 28, 2017	Tuesday, December 5, 2017
1/1/2018	No New Hires	Tuesday, December 5, 2017	Thursday, December 7, 2017	Thursday, December 14, 2017