

Personnel Transaction Due Dates 2018

Effective Date	PeopleAdmin Hiring Proposal with President approval due to HR Employment	Due to HR for classification/compensation	Due to Budget with appropriate approvals & funding	PCNs with all required signatures due to HR Employment
01.01.2018		Tuesday, December 5, 2017	Thursday, December 7, 2017	Thursday, December 14, 2017
16.01.2018	Wednesday, January 3, 2018		Tuesday, December 19, 2017	Friday, January 5, 2018
01.02.2018	Friday, January 12, 2018	Tuesday, January 9, 2018	Thursday, January 11, 2018	Friday, January 19, 2018
16.02.2018	Wednesday, January 31, 2018	Thursday, January 25, 2018	Monday, January 29, 2018	Friday, February 2, 2018
01.03.2018	Thursday, February 15, 2018	Thursday, February 8, 2018	Monday, February 12, 2018	Friday, February 16, 2018
16.03.2018	Wednesday, February 28, 2018	Friday, February 23, 2018	Monday, February 26, 2018	Friday, March 2, 2018
01.04.2018	Thursday, March 15, 2018	Friday, March 9, 2018	Wednesday, March 14, 2018	Wednesday, March 21, 2018
16.04.2018	Friday, March 30, 2018	Friday, March 23, 2018	Wednesday, March 28, 2018	Wednesday, April 4, 2018
01.05.2018	Friday, April 13, 2018	Friday, April 6, 2018	Wednesday, April 11, 2018	Wednesday, April 18, 2018
16.05.2018	Monday, April 30, 2018	Monday April 23, 2018	Wednesday, April 25, 2018	Wednesday, May 2, 2018
01.06.2018	Tuesday, May 15, 2018	Tuesday, May 8, 2018	Thursday, May 10, 2018	Thursday, May 17, 2018
16.06.2018	Thursday, May 31, 2018	Wednesday, May 23, 2018	Monday, May 28, 2018	Monday, June 4, 2018
01.07.2018	Friday, June 15, 2018	Friday, June 8, 2018	Monday, June 11, 2018	Tuesday, June 19, 2018
16.07.2018	Friday, June 29, 2018	Friday, June 22, 2018	Tuesday, June 26, 2018	Thursday, July 5, 2018
01.08.2018	Friday, July 13, 2018	Monday, July 9, 2018	Wednesday, July 11, 2018	Wednesday, July 18, 2018
16.08.2018	Tuesday, July 31, 2018	Tuesday, July 24, 2018	Thursday, July 26, 2018	Thursday, August 2, 2018
01.09.2018	Wednesday, August 15, 2018	Thursday, August 9, 2018	Monday, August 13, 2018	Monday, August 20, 2018
16.09.2018	Friday, August 31, 2018	Thursday, August 23, 2018	Monday, August 27, 2018	Tuesday, September 4, 2018
01.10.2018	Friday, September 14, 2018	Friday, September 7, 2018	Tuesday, September 11, 2018	Tuesday, September 18, 2018
16.10.2018	Friday, September 28, 2018	Friday, September 21, 2018	Tuesday, September 25, 2018	Tuesday, October 2, 2018
01.11.2018	Monday, October 15, 2018	Tuesday, October 9, 2018	Thursday, October 11, 2018	Thursday, October 18, 2018
16.11.2018	Wednesday, October 31, 2018	Wednesday, October 24, 2018	Friday, October 26, 2018	Friday, November 2, 2018
01.12.2018	Thursday, November 15, 2018	Wednesday, November 7, 2018	Friday, November 9, 2018	Friday, November 16, 2018
16.12.2018	Friday, November 30, 2018	Tuesday, November 20, 2018	Tuesday, November 27, 2018	Tuesday, December 4, 2018
01.01.2019	No New Hires	Tuesday, December 4, 2018	Thursday, December 6, 2018	Thursday, December 13, 2018