

HR Deadlines July through December 2009				
Employee Type	Last day to accept materials from dept.*	Start date (pending Board approval)	HR Paperwork Deadline (By 3:00 p.m.)	Pay Date
Temp	05/27/09	06/11/09	06/24/09	07/10/09
STU	07/15/09	n/a	07/15/09	07/31/09
Temp	07/01/09	07/15/09	07/24/09	08/10/09
STU	08/13/09	n/a	08/13/09	08/31/09
Temp	07/29/09	08/12/09	08/25/09	09/10/09
STU	09/14/09	n/a	09/14/09	09/30/09
Temp	08/26/09	09/09/09	09/25/09	10/09/09
STU	10/14/09	n/a	10/14/09	10/30/09
Temp	09/30/09	10/14/09	10/26/09	11/10/09
STU	11/10/09	n/a	11/10/09	11/30/09
Temp	10/28/09	11/11/09	11/23/09	12/10/09
STU	12/09/09	n/a	12/09/09	12/23/09

*For Temporary employees, this is the last day to accept Temporary Hiring Action Forms. The last day to accept all materials would be the HR paperwork deadline.

****Please be sure that your employee completes all the hiring requirements and turns in their paperwork to HR prior to starting employment.**