

**HR Deadlines**  
January through June 2010

Employee Type	Last day to accept hiring action forms	Board Mtg (2nd Tues. of each month)	Start date (pending Board approval)	HR Data Input & Paperwork Deadline for dept's (by 3:00 p.m.)	Pay Date
Temp	11/24/09	12/08/09	12/09/09	12/20/09	01/08/10
Student	01/12/10	n/a	n/a	01/12/10	01/29/10
Temp	12/21/09	01/12/10	01/13/10	01/26/10	02/10/10
Student	02/08/10	n/a	n/a	02/08/10	02/26/10
Temp	01/27/10	02/09/10	02/10/10	02/24/10	03/10/10
Student	03/10/10	n/a	n/a	03/10/10	03/31/10
Temp	02/24/10	03/09/10	03/10/10	03/24/10	04/09/10
Student	04/13/10	n/a	n/a	04/13/10	04/30/10
Temp	03/31/10	04/13/10	04/14/10	04/25/10	05/10/10
Student	05/11/10	n/a	n/a	05/11/10	05/28/10
Temp	04/28/10	05/11/10	05/12/10	05/25/10	06/10/10
Student	06/13/10	n/a	n/a	06/13/10	06/30/10

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