

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 | 02/03/10 | 02/16/10 | 02/17/10 | 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.**