

Hiring Manager Reference

Deadlines for ALL hires (Except Students)

*Dates adjusted due to Holidays

	Recruitment - notified of hire	Docs to payroll deadline	PPS	DOH		
	(Wednesday - non week)	(Thursday NOON* - non pay week)		(Monday)		
Deadline by end of day	4/29/2025	5/14/2025	5/17/2025	5/19/2025	Green Fridays Start Shift deadlines up one day	
	5/13/2025	5/28/2025	5/31/2025	6/2/2025		
	5/27/2025*	6/10/2025* @ Noon	6/14/2025	6/16/2025		*Juneteeth
	6/10/2025*	6/24/25* @ Noon	6/28/2025	6/30/2025		*July 4th
	6/24/2025*	7/9/2025	7/12/2025	7/14/2025		*July 4th
	7/8/2025	7/23/2025	7/26/2025	7/28/2025		
	7/22/2025	8/7/2025	8/9/2025	8/11/2025		
	8/6/2025	8/21/2025	8/23/2025	8/25/2025	FA semester starts 8/23	
	8/20/2025	9/4/2025	9/6/2025	9/8/2025		
	9/3/2025	9/18/2025	9/20/2025	9/22/2025		
	9/17/2025	10/2/2025	10/4/2025	10/6/2025		
	10/1/2025	10/16/2025	10/18/2025	10/20/2025		
	10/15/2025	10/30/2025	11/1/2025	11/3/2025		
	10/29/2025	11/13/2025	11/15/2025	11/17/2025		
	11/11/25*	11/25/25* @ Noon	11/29/2025	12/1/2025	*Thanksgiving	
	11/26/2025	12/11/2025	12/13/2025	12/15/2025	*Christmas break	
	12/15/2025*	1/8/2026	1/10/2026	1/12/2026		
	1/7/2026*	1/22/2026	1/24/2026	1/26/2026	*MLK	
	1/21/2026	2/5/2026	2/7/2026	2/9/2026		
	2/4/2026	2/19/2026	2/21/2026	2/23/2026		
2/18/2026	3/5/2026	3/7/2026	3/9/2026			
3/4/2026	3/19/2026	3/21/2026	3/23/2026			
3/18/2026	4/2/2026	4/4/2026	4/6/2026			
4/1/2026	4/16/2026	4/18/2026	4/20/2026			
4/15/2026	4/30/2026	5/2/2026	5/4/2026			

