

Human Resources
Onboarding/Intake Schedule
January, 2024 - December, 2024

Onboarding Date for Regular, CII, Faculty and Post-Doc New Hires	Location - new hires who need building access will be directed to the SMC onboarding	Cutoff date for ePafs for regular, CII's, Faculty and Post-Docs is 12pm	First pay day for Regular, CII's Faculty and Post-Docs	Start date for CI's and Adjunct Faculty (any business day listed below)	Location	Cutoff date for ePafs for CI's and Adjunct Faculty is 12pm	First pay day for CI's and Adjunct Faculty
January							
1/2/2024	SMC Campus Center	12/14/2023	1/19/2024	12/31 - 1/13/2024	Human Resources Services	12/14/2023	2/2/2024
1/16/2024	620 W. Lexington St.	1/11/2024	2/2/2024	1/14 - 1/27/2024	Human Resources Services	1/11/2024	2/16/2024
1/29/2024	SMC Campus Center	1/25/2024	2/16/2024	1/28 - 2/10/2024	Human Resources Services	1/25/2024	3/1/2024
February							
2/12/2024	SMC Campus Center	2/8/2024	3/1/2024	2/11- 2/24/2024	Human Resources Services	2/8/2024	3/15/2024
2/26/2024	SMC Campus Center	2/22/2024	3/15/2024	2/25- 3/9/2024	Human Resources Services	2/22/2024	3/29/2024
March							
3/11/2024	SMC Campus Center	3/6/2024	3/29/2024	3/10 - 3/23/2024	Human Resources Services	3/6/2024	4/12/2024
3/25/2024	SMC Campus Center	3/21/2024	4/12/2024	3/24 - 4/6/2024	Human Resources Services	3/21/2024	4/26/2024
April							
4/8/2024	SMC Campus Center	4/4/2024	4/26/2024	4/7 - 4/20/2024	Human Resources Services	4/4/2024	5/10/2024
4/22/2024	SMC Campus Center	4/18/2024	5/10/2024	4/21 - 5/4/2024	Human Resources Services	4/18/2024	5/24/2024
May							
5/6/2024	SMC Campus Center	5/2/2024	5/24/2024	5/5 - 5/18/2024	Human Resources Services	5/2/2024	6/7/2024
5/20/2024	SMC Campus Center	5/16/2024	6/7/2024	5/19 - 6/1/2024	Human Resources Services	5/16/2024	6/21/2024
June							
6/3/2024	SMC Campus Center	5/30/2024	6/21/2024	6/2 - 6/15/2024	Human Resources Services	5/30/2024	7/5/2024
6/17/2024	SMC Campus Center	6/13/2024	7/5/2024	6/15 - 6/29/2024	Human Resources Services	6/13/2024	7/19/2024
July							
7/1/2024	SMC Campus Center	6/27/2024	7/19/2024	6/30 - 7/13/2024	Human Resources Services	6/27/2024	8/2/2024
7/15/2024	SMC Campus Center	7/11/2024	8/2/2024	7/174- 7/27/2024	Human Resources Services	7/11/2024	8/16/2024
7/29/2024	SMC Campus Center	7/25/2024	8/16/2024	7/28 - 8/10/2024	Human Resources Services	7/25/2024	8/30/2024
August							
8/12/2024	SMC Campus Center	8/8/2024	8/30/2024	8/11 - 8/24/2024	Human Resources Services	8/8/2024	9/13/2024
8/26/2024	SMC Campus Center	8/22/2024	9/13/2024	8/25 - 9/7/2024	Human Resources Services	8/22/2024	9/27/2024
September							
9/9/2024	SMC Campus Center	9/5/2024	9/27/2024	9/8 - 9/21/2024	Human Resources Services	9/5/2024	10/11/2024
9/23/2024	SMC Campus Center	9/19/2024	10/11/2024	9/22 - 10/5/2024	Human Resources Services	9/19/2024	10/25/2024
October							
10/7/2024	SMC Campus Center	10/3/2024	10/25/2024	10/6 - 10/19/2024	Human Resources Services	10/3/2024	11/8/2024
10/21/2024	SMC Campus Center	10/17/2024	11/8/2024	10/20 - 11/2/2024	Human Resources Services	10/17/2024	11/22/2024
November							
11/4/2024	SMC Campus Center	10/31/2024	11/22/2024	11/3 - 11/16/2024	Human Resources Services	10/31/2024	12/6/2024
11/18/2024	SMC Campus Center	11/14/2024	12/6/2024	11/17 - 11/30/2024	Human Resources Services	11/14/2024	12/20/2024
December							
12/2/2024	SMC Campus Center	11/27/2024	12/20/2024	12/1 - 12/14/2024	Human Resources Services	11/27/2024	1/3/2025
12/16/2024	SMC Campus Center	12/12/2024	1/3/2025	12/15 - 12/28/2024	Human Resources Services	12/12/2024	1/17/2025
January, 2025							
1/2/2025	SMC Campus Center	12/12/2024	1/17/2025	12/29 - 1/11/2025	Human Resources Services	12/12/2024	1/31/2025

* Revised cutoff date due to holiday

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New hires must complete Section I of Form I-9 within 3 days of the effective date of their contract for In-Take.