

2024 Personnel Action Due Date Calendar

Instructions:

New Employees **must** be on campus for their first day and are required to attend HR & ILS' Day 1 Onboarding (D10) session. The session starts at 8:30am. Detailed information will be sent to supervisors and employees prior to their arrival.

For any exceptions to these standards, please contact Melani McGuire at mmcguire@bates.edu prior to submitting the PAF.

| New Hires - Exempt and Non-Exempt | | | | |
|-----------------------------------|-------------------|-----------------|---------------------|--------------------------|
| Start Date & D10 Session | Request Due to HR | Exempt Pay Date | Non-Exempt Pay Date | New Employee Orientation |
| 12/18/23 | 12/04/23 | 12/22/23 | 01/04/24 | Feb 2024 ** |
| 1/3/24 * | 12/18/23 | 01/11/24 | 01/18/24 | Feb 2024 ** |
| 01/15/24 | 01/03/23 | 01/19/24 | 02/01/24 | Feb 2024 ** |
| 01/29/24 | 01/15/24 | 02/02/24 | 02/15/24 | Feb 2024 ** |
| 02/12/24 | 01/29/24 | 02/16/24 | 02/29/24 | April 2024 |
| 02/26/24 | 02/12/24 | 03/01/24 | 03/14/24 | April 2024 |
| 03/11/24 | 02/26/24 | 03/15/24 | 03/28/24 | April 2024 |
| 03/25/24 | 03/11/24 | 03/29/23 | 04/11/24 | April 2024 |
| 04/08/24 | 03/25/24 | 04/12/24 | 04/25/24 | June 2024 |
| 04/22/24 | 04/08/24 | 04/26/24 | 05/09/24 | June 2024 |
| 05/06/24 | 04/22/24 | 05/10/24 | 05/23/24 | June 2024 |
| 05/20/24 | 05/06/24 | 05/24/24 | 06/06/24 | June 2024 |
| 06/03/24 | 05/20/24 | 06/13/24 | 06/20/24 | June 2024 |
| 06/17/24 | 06/03/24 | 06/21/23 | 07/03/24 | Aug 2024 |
| 07/01/24 | 06/17/24 | 07/11/24 | 07/18/24 | Aug 2024 |
| 07/15/24 | 07/01/24 | 07/19/24 | 08/01/24 | Aug 2024 |
| 07/29/24 | 07/15/24 | 08/02/24 | 08/15/24 | Aug 2024 |
| 08/12/24 | 07/29/24 | 08/16/24 | 08/29/24 | Oct 2024 |
| 08/26/24 | 08/12/24 | 08/30/24 | 09/12/24 | Oct 2024 |
| 09/09/24 | 08/26/24 | 09/13/24 | 09/26/24 | Oct 2024 |
| 09/23/24 | 09/09/24 | 09/27/24 | 10/10/24 | Oct 2024 |
| 10/07/24 | 09/23/24 | 10/11/24 | 10/24/24 | TBD |
| 10/21/24 | 10/07/24 | 10/25/24 | 11/07/24 | TBD |
| 11/04/24 | 10/21/24 | 11/14/24 | 11/21/24 | TBD |
| 11/18/24 | 11/04/24 | 11/22/24 | 12/05/24 | TBD |
| 12/02/24 | 11/18/24 | 12/12/24 | 12/19/24 | TBD |
| 12/16/24 | 12/02/24 | 12/20/24 | 01/02/25 | TBD |

| Current Employees - Non-Exempt | | |
|--------------------------------|-------------------|----------|
| Change Effective Date | Request Due to HR | Pay Date |
| 12/17/23 | 12/04/23 | 01/04/24 |
| 12/31/23 | 12/18/23 | 01/18/24 |
| 01/14/24 | 01/03/23 | 02/01/24 |
| 01/28/24 | 01/15/24 | 02/15/24 |
| 02/11/24 | 01/29/24 | 02/29/24 |
| 02/25/24 | 02/12/24 | 03/14/24 |
| 03/10/24 | 02/26/24 | 03/28/24 |
| 03/24/24 | 03/11/24 | 04/11/24 |
| 04/07/24 | 03/25/24 | 04/25/24 |
| 04/21/24 | 04/08/24 | 05/09/24 |
| 05/05/24 | 04/22/24 | 05/23/24 |
| 05/19/24 | 05/06/24 | 06/06/24 |
| 06/02/24 | 05/20/24 | 06/20/24 |
| 06/16/24 | 06/03/24 | 07/03/24 |
| 06/30/24 | 06/17/24 | 07/18/24 |
| 07/14/24 | 07/01/24 | 08/01/24 |
| 07/28/24 | 07/15/24 | 08/15/24 |
| 08/11/24 | 07/29/24 | 08/29/24 |
| 08/25/24 | 08/12/24 | 09/12/24 |
| 09/08/24 | 08/26/24 | 09/26/24 |
| 09/22/24 | 09/09/24 | 10/10/24 |
| 10/06/24 | 09/23/24 | 10/24/24 |
| 10/20/24 | 10/07/24 | 11/07/24 |
| 11/03/24 | 10/21/24 | 11/21/24 |
| 11/17/24 | 11/04/24 | 12/05/24 |
| 12/01/24 | 11/18/24 | 12/19/24 |
| 12/16/24 | 12/02/24 | 01/02/25 |

| Current Employees - Exempt | | |
|----------------------------|-------------------|----------|
| Change Effective Date | Request Due to HR | Pay Date |
| 01/01/24 | 12/18/23 | 01/11/24 |
| 02/01/24 | 01/20/24 | 02/08/24 |
| 03/01/24 | 02/20/24 | 03/14/24 |
| 04/01/24 | 03/20/24 | 04/11/24 |
| 05/01/24 | 04/20/24 | 05/09/24 |
| 06/01/24 | 05/20/24 | 06/13/24 |
| 07/01/24 | 06/20/24 | 07/11/24 |
| 08/01/24 | 07/20/24 | 08/08/24 |
| 09/01/24 | 08/20/24 | 09/12/24 |
| 10/01/24 | 09/20/24 | 10/10/24 |
| 11/01/24 | 10/20/24 | 11/14/24 |
| 12/01/24 | 11/20/24 | 12/12/24 |
| 01/01/25 | 12/20/24 | TBD 2024 |

* - New Employee will start on Wednesday due to holiday break

** - Snow date of March 2024