

2025 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
12/16/24	12/02/24	12/20/24	01/02/25
no onboarding 12/30/24 - holiday break			
01/13/25	01/06/25	01/17/25	01/30/25
01/27/25	01/13/25	01/31/25	02/13/25
02/10/25	01/27/25	02/14/25	02/27/25
02/24/25	02/10/25	02/28/25	03/13/25
03/10/25	02/24/25	03/14/25	03/27/25
03/24/25	03/10/25	03/28/25	04/10/25
04/07/25	03/24/25	04/11/25	04/24/25
04/21/25	04/07/25	04/25/25	05/08/25
05/05/25	04/21/25	05/09/25	05/22/25
05/19/25	05/05/25	05/23/25	06/05/25
06/02/25	05/19/25	06/12/25	06/18/25
06/16/25	06/02/25	06/20/25	07/03/25
06/30/25	06/16/25	07/03/25	07/17/25
07/14/25	06/30/25	07/18/25	07/31/25
07/28/25	07/14/25	08/01/25	08/14/25
08/11/25	07/28/25	08/15/25	08/28/25
08/25/25	08/11/25	08/29/25	09/11/25
09/08/25	08/25/25	09/12/25	09/25/25
09/22/25	09/08/25	09/26/25	10/09/25
10/06/25	09/22/25	10/10/25	10/23/25
10/20/25	10/06/25	10/24/25	11/06/25
11/03/25	10/20/25	11/13/25	11/20/25
11/17/25	11/03/25	11/21/25	12/04/25
12/01/25	11/17/25	12/11/25	12/18/25
12/15/25	12/01/25	12/19/25	12/31/25

Current Employees - Non-Exempt		
Change Effective Date	Request Due to HR	Pay Date
12/15/24	12/02/24	01/02/25
12/29/24	12/15/24	01/16/25
01/12/25	01/03/25	01/30/25
01/26/25	01/13/25	02/13/25
02/09/25	01/27/25	02/27/25
02/23/25	02/10/25	03/13/25
03/09/25	02/24/25	03/27/25
03/23/25	03/10/25	04/10/25
04/06/25	03/24/25	04/24/25
04/20/25	04/07/25	05/08/25
05/04/25	04/21/25	05/22/25
05/18/25	05/05/25	06/05/25
06/01/25	05/19/25	06/18/25
06/15/25	06/02/25	07/03/25
06/29/25	06/16/25	07/17/25
07/13/25	06/30/25	07/31/25
07/27/25	07/14/25	08/14/25
08/10/25	07/28/25	08/28/25
08/24/25	08/11/25	09/11/25
09/07/25	08/25/25	09/25/25
09/21/25	09/08/25	10/09/25
10/05/25	09/22/25	10/23/25
10/19/25	10/06/25	11/06/25
11/02/25	10/20/25	11/20/25
11/16/25	11/03/25	12/04/25
11/30/25	11/17/25	12/18/25
12/14/25	12/01/25	12/31/25

Current Employees - Exempt		
Change Effective Date	Request Due to HR	Pay Date
01/01/25	12/18/23	01/09/25
02/01/25	01/20/25	02/13/25
03/01/25	02/20/25	03/13/25
04/01/25	03/20/25	04/10/25
05/01/25	04/20/25	05/08/25
06/01/25	05/20/25	06/12/25
07/01/25	06/20/25	07/10/25
08/01/25	07/20/25	08/14/25
09/01/25	08/20/25	09/11/25
10/01/25	09/20/25	10/09/25
11/01/25	10/20/25	11/13/25
12/01/25	11/20/25	12/11/25
01/01/26	12/20/25	TBD 2026