

Instructions:

2027 Personnel Action Due Date Calendar

- New Employees must be on campus for their first day and are required to attend HR & ILS' Day 1 Onboarding (D1O) 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 & D1O Session	Request Due to HR	Exempt Pay Date ***	Non-Exempt Pay Date
no onboarding 12/28/26 - holiday break			
01/11/27	12/18/26 *	01/14/27	01/28/27
01/25/27	01/11/27	01/29/27	02/11/27
02/08/27	01/25/27	02/11/27	02/25/27
02/22/27	02/08/27	02/26/27	03/11/27
03/08/27	02/22/27	03/11/27	03/25/27
03/22/27	03/07/27	03/26/27	04/08/27
04/05/27	03/22/27	04/08/27	04/22/27
04/19/27	04/05/27	04/23/27	05/06/27
05/03/27	04/19/27	05/13/27	05/20/27
05/17/27	05/03/27	05/21/27	06/03/27
06/02/27 **	05/17/27	06/10/27	06/17/27
06/14/27	05/31/27	06/18/27	07/01/27
06/28/27	06/14/27	07/02/27	07/15/27
07/12/27	06/28/27	07/16/27	07/29/27
07/26/27	07/12/27	07/30/27	08/12/27
08/09/27	07/26/27	08/12/27	08/26/27
08/23/27	08/09/27	08/27/27	09/09/27
09/08/27 **	08/23/27	09/10/27	09/23/27
09/20/27	09/07/26	09/24/27	10/07/27
10/04/27	09/20/27	10/14/27	10/21/27
10/18/27	10/04/27	10/22/27	11/04/27
11/01/27	10/18/27	11/10/27	11/18/27
11/15/27	11/01/27	11/19/27	12/02/27
11/29/27	11/15/27	12/03/27	12/16/27
12/13/27	11/29/27	12/17/27	12/30/27
no onboarding 12/27/27 - holiday break			

Current Employees - Non-Exempt		
Change Effective Date	Request Due to HR	Pay Date
12/27/26	12/14/26	01/14/27
01/10/27	12/18/26*	01/28/27
01/24/27	01/10/27	02/11/27
02/07/27	01/24/27	02/25/27
02/21/27	02/07/27	03/11/27
03/07/27	02/21/27	03/25/27
03/21/27	03/07/27	04/08/27
04/04/27	03/21/27	04/22/27
04/18/27	04/04/27	05/06/27
05/02/27	04/18/27	05/20/27
05/16/27	05/02/27	06/03/27
05/30/27	05/16/27	06/17/27
06/13/27	05/30/27	07/01/27
06/27/27	06/13/27	07/15/27
07/11/27	06/27/27	07/29/27
07/25/27	07/11/27	08/12/27
08/08/27	07/25/27	08/26/27
08/22/27	08/08/27	09/09/27
09/05/27	08/22/27	09/23/27
09/19/27	09/05/27	10/07/27
10/03/27	09/19/27	10/21/27
10/17/27	10/03/27	11/04/27
10/31/27	10/17/27	11/18/27
11/14/27	10/31/27	12/02/27
11/28/27	11/14/27	12/16/27
12/12/27	11/28/27	12/30/27
12/26/27	12/12/27	TBD 2028

Current Employees - Exempt		
Change Effective Date	Request Due to HR	Pay Date
01/01/27	12/18/26 *	01/14/27
02/01/27	01/20/27	02/11/27
03/01/27	02/20/27	03/11/27
04/01/27	03/20/27	04/08/27
05/01/27	04/20/27	05/13/27
06/01/27	05/20/27	06/10/27
07/01/27	06/20/27	07/08/27
08/01/27	07/20/27	08/12/27
09/01/27	08/20/27	09/09/27
10/01/27	09/20/27	10/14/27
11/01/27	10/20/27	11/10/27
12/01/27	11/20/27	12/09/27
01/01/28	12/17/27 *	TBD 2028

* - Forms due before break begins

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

*** - Exempt pay date may be delayed if I-9 requirements are not completed timely