New Hire Calendar

The dates listed below are final deadlines for the tasks listed in the column header. All tasks must be completed on or before the date listed. Employees on a Monthly Pay Schedule are allowed to have a New Hire Start Date that coincides with the Biweekly schedule but must adhere to the deadlines assocaiated with the Biweekly start dates.
The New Hire Start dates highlighted in blue are Mondays in the middle of the Biweekly Pay Period for Student hiring only.
All other dates in column A are eligble to be the start date for all employees in Monthly and Biweekly Pay Groups.

New Hire Start Date	*Hiring Documentation Submitted to AHRP, HRC or SER No Later Than:	Hire Must Be Initiated No Later Than:	Hire Complete/Approved in GMS No Later Than:	Employee Completes Contact Information and Legal Name Change Onboarding Tasks and Section 1 of the Form I-9 No Later Than:	Section 2 of the Form I-9 is completed and Documents (photocopies) Uploaded to GMS No Later Than:	Direct Deposit Entered in GMS and State Tax forms submitted to Payroll No Later Than:	Pay Period Start	Pay Period End	Pay Date
Bi-Weekly									
07/01/19	06/17/19	06/19/19	06/26/19	07/01/19	07/04/19	07/06/19	07/01/19	07/14/19	07/19/19
07/15/19	07/01/19	07/03/19	07/10/19	07/15/19	07/18/19	07/20/19	07/15/19	07/28/19	08/02/19
07/29/19	07/15/19	07/17/19	07/24/19	07/29/19	08/01/19	08/03/19	07/29/19	08/11/19	08/16/19
08/12/19	07/29/19	07/31/19	08/07/19	08/12/19	08/15/19	08/17/19	08/12/19	08/25/19	08/30/19
08/26/19	08/12/19	08/14/19	08/21/19	08/26/19	08/29/19	08/31/19	08/26/19	09/08/19	09/13/19
09/02/19	*STUDENT HIRING SURGE*	**08/26/19**	**08/30/19**	**09/02/19**	**09/05/19**	**09/07/19**	**08/26/19**	**09/08/19**	**09/13/19**
09/09/19	08/26/19	08/28/19	09/04/19	09/09/19	09/12/19	09/14/19	09/09/19	09/22/19	09/27/19
09/16/19	*STUDENT HIRING SURGE*	**09/09/19**	**09/13/19**	**09/16/19**	**09/19/19**	**09/21/19**	**09/09/19**	**09/22/19**	**09/27/19**
09/23/19	09/09/19	09/11/19	09/18/19	09/23/19	09/26/19	09/28/19	09/23/19	10/06/19	10/11/19
09/30/19	*STUDENT HIRING SURGE*	**09/23/19**	**09/27/19**	**09/30/19**	**10/03/19**	**10/05/19**	**09/23/19**	**10/06/19**	**10/11/19**
10/07/19	09/23/19	09/25/19	10/02/19	10/07/19	10/10/19	10/12/19	10/07/19	10/20/19	10/25/19
10/14/19	*STUDENT HIRING SURGE*	**10/07/19**	**10/11/19**	**10/14/19**	**10/17/19**	**10/19/19**	**10/07/19**	**10/20/19**	**10/25/19**
10/21/19	10/07/19	10/09/19	10/16/19	10/21/19	10/24/19	10/26/19	10/21/19	11/03/19	11/08/19
11/04/19	10/21/19	10/23/19	10/30/19	11/04/19	11/07/19	11/09/19	11/04/19	11/17/19	11/22/19
11/18/19	11/04/19	11/06/19	11/13/19	11/18/19	11/21/19	11/23/19	11/18/19	12/01/19	12/06/19
12/02/19	11/18/19	11/20/19	11/27/19	12/02/19	12/05/19	12/07/19	12/02/19	12/15/19	12/20/19
12/16/19	12/02/19	12/04/19	12/11/19	12/16/19	12/19/19	12/21/19	12/16/19	12/29/19	01/03/20
12/30/19	12/9/19**	12/11/19	12/23/19	12/30/19	01/02/20	01/04/20	12/30/19	01/12/20	01/17/20
01/13/20	1/2/20**	01/04/20	01/08/20	01/13/20	01/16/20	01/18/20	01/13/20	01/26/20	01/31/20
01/27/20	01/13/20	01/15/20	01/22/20	01/27/20	01/30/20	02/01/20	01/27/20	02/09/20	02/14/20
02/10/20	01/27/20	01/29/20	02/05/20	02/10/20	02/13/20	02/15/20	02/10/20	02/23/20	02/28/20
02/24/20	02/10/20	02/12/20	02/19/20	02/24/20	02/27/20	02/29/20	02/24/20	03/08/20	03/13/20
03/09/20	02/24/20	02/26/20	03/04/20	03/09/20	03/12/20	03/14/20	03/09/20	03/22/20	03/27/20
03/23/20	03/09/20	03/11/20	03/18/20	03/23/20	03/26/20	03/28/20	03/23/20	04/05/20	04/09/20
04/06/20	03/23/20	03/25/20	04/01/20	04/06/20	04/09/20	04/11/20	04/06/20	04/19/20	04/24/20
04/20/20	04/06/20	04/08/20	04/15/20	04/20/20	04/23/20	04/25/20	04/20/20	05/03/20	05/08/20
05/04/20	04/20/20	04/22/20	04/29/20	05/04/20	05/07/20	05/09/20	05/04/20	05/17/20	05/22/20
05/18/20	05/04/20	05/06/20	05/13/20	05/18/20	05/21/20	05/23/20	05/18/20	05/31/20	06/05/20
06/01/20	05/18/20	05/20/20	05/27/20	06/01/20	06/04/20	06/06/20	06/01/20	06/14/20	06/19/20
06/15/20	06/01/20	06/03/20	06/10/20	06/15/20	06/18/20	06/20/20	06/15/20	06/28/20	07/03/20

* For Administrative and full time Faculty positions the Create or Edit Position, Job Requisition and Recruiting processes must be complete/approved in order to Hire an employee. For resources on the Recruiting and Job Requisition process please review the job aids availble through the GMS website (https://gms.georgetown.edu/training/recruiting).

** Hiring deadlines are compressed due to the holiday break December 24, 2019-January 1, 2020

New Hire Calendar

The dates listed below are final deadlines for the tasks listed in the column header. All tasks must be completed on or before the date listed. Employees on a Monthly Pay Schedule are allowed to have a New Hire Start Date that coincides with the Biweekly schedule but must adhere to the deadlines assocaiated with the Biweekly start dates.
The New Hire Start dates highlighted in blue are Mondays in the middle of the Biweekly Pay Period for Student hiring only.
All other dates in column A are eligble to be the start date for all employees in Monthly and Biweekly Pay Groups.

New Hire Start Date	*Hiring Documentation Submitted to AHRP, HRC or SER No Later Than:	Hire Must Be Initiated No Later Than:	Hire Complete/Approved in GMS No Later Than:	Employee Completes Contact Information and Legal Name Change Onboarding Tasks and Section 1 of the Form I-9 No Later Than:	Section 2 of the Form I-9 is completed and Documents (photocopies) Uploaded to GMS No Later Than:	Direct Deposit Entered in GMS and State Tax forms submitted to Payroll No Later Than:	Pay Period Start	Pay Period End	Pay Date
Monthly	`								
07/01/19	06/14/19	06/16/19	06/23/19	07/01/19	07/04/19	07/06/19	07/01/19	07/31/19	07/31/19
08/01/19	07/14/19	07/18/19	07/25/19	08/01/19	08/04/19	08/06/19	08/01/19	08/31/19	08/30/19
09/01/19	08/16/19	08/18/19	08/25/19	09/01/19	09/04/19	09/06/19	09/01/19	09/30/19	09/30/19
10/01/19	09/13/19	09/15/19	09/22/19	10/01/19	10/04/19	10/06/19	10/01/19	10/31/19	10/31/19
11/01/19	10/16/19	10/18/19	10/25/19	11/01/19	11/04/19	11/06/19	11/01/19	11/30/19	11/29/19
12/01/19	11/15/19	11/17/19	11/24/19	12/01/19	12/04/19	12/06/19	12/01/19	12/31/19	12/31/19
01/01/20	12/12/19**	12/16/19	12/23/19	01/01/20	01/04/20	01/06/20	01/01/20	01/31/20	01/31/20
02/01/20	01/16/20	01/18/20	01/25/20	02/01/20	02/04/20	02/06/20	02/01/20	02/29/20	02/28/20
03/01/20	02/14/20	02/16/20	02/23/20	03/01/20	03/04/20	03/06/20	03/01/20	03/31/20	03/31/20
04/01/20	03/14/20	03/16/20	03/23/20	04/01/20	04/04/20	04/06/20	04/01/20	04/30/20	04/30/20
05/01/20	04/13/20	04/17/20	04/24/20	05/01/20	05/04/20	05/06/20	05/01/20	05/31/20	05/29/20
06/01/20	05/16/20	05/18/20	05/25/20	06/01/20	06/04/20	06/06/20	06/01/20	06/30/20	06/30/20

* For Administrative and full time Faculty positions the Create or Edit Position, Job Requisition and Recruiting processes must be complete/approved in order to Hire an employee. For resources on the Recruiting and Job Requisition process please review the job aids availble through the GMS website (https://gms.georgetown.edu/training/recruiting).

** Hiring deadlines are compressed due to the holiday break December 24, 2019-January 1, 2020