

Key Dates for Campus		
Key Task	Admin. & Staff	Non-Benefited
Last day to initiate a Requisition in HRMS	November 2, 2018	December 4, 2018
Close all Advertisements in HRMS . No longer accepting applications in HRMS .	December 1, 2018	December 17, 2019
HCM recruitment live to initiate new job requisitions (post but not hire until after 1/21/19)	December 3, 2018	December 10, 2019
Final Matrix sent in for review/approval in HRMS	December 14, 2018	N/A
Recommended last day to initiate an offer in HRMS (allowing time to route through approvals)	December 17, 2019	December 17, 2019
Last day for HR/Payroll to process hires in HRMS (including Spring GA's)	December 21, 2019	December 21, 2019
No processing of hires No new start dates	January 1 - 22, 2019	January 1 - 22, 2019
HCM Production Live	January 22, 2019	January 22, 2019