Human Resources
Onboarding/Intake Schedule
January, 2025 - December, 2025

Onboarding Date for Regular, CII, Faculty and Post-Doc New Hires	Location - new hires who need building access will be directed to the SMC onboarding	Cutoff date for ePafs for regular, CII's, Faculty and Post-Docs is 12pm	First pay day for Regular, CII's Faculty and Post-Docs	Start date for CI's and Adjunct Faculty (any business day listed below)	Location	Cutoff date for ePafs for CI's and Adjunct Faculty is 12pm	First pay day for CI's and Adjunct Faculty
January							
1/2/2025	SMC Campus Center	12/12/2024	1/17/2025	12/30 - 1/10/25	Human Resources Services	12/12/2024	1/31/2025
1/13/2025	SMC Campus Center	1/9/2025	1/31/2025	1/13 - 1/25/2025	Human Resources Services	1/9/2025	2/14/2025
1/27/2025	SMC Campus Center	1/23/2025	2/14/2025	1/27 - 2/7/2025	Human Resources Services	1/23/2025	2/28/2025
February							
2/10/2025	SMC Campus Center	2/6/2025	2/28/2025	2/10- 2/21/2025	Human Resources Services	2/6/2025	3/14/2025
2/24/2025	SMC Campus Center	2/20/2025	3/14/2025	2/24- 3/7/2025	Human Resources Services	2/20/2025	3/28/2025
March							
3/10/2025	SMC Campus Center	3/6/2025	3/28/2025	3/10 - 3/21/2025	Human Resources Services	3/6/2025	4/11/2025
3/24/2025	SMC Campus Center	3/20/2025	4/11/2025	3/24 - 4/4/2025	Human Resources Services	3/20/2025	4/25/2025
April							
4/7/2025	SMC Campus Center	4/3/2025	4/25/2025	4/7 - 4/18/2025	Human Resources Services	4/3/2025	5/9/2025
4/21/2025	SMC Campus Center	4/17/2025	5/9/2025	4/21 - 5/2/2025	Human Resources Services	4/17/2025	5/23/2025
May							
5/5/2025	SMC Campus Center	5/1/2025	5/23/2025	5/5 - 5/16/2025	Human Resources Services	5/1/2025	6/6/2025
5/19/2025	SMC Campus Center	5/15/2025	6/6/2025	5/19 - 5/30/2025	Human Resources Services	5/15/2025	6/20/2025
June							
6/2/2025	SMC Campus Center	5/29/2025	6/20/2025	6/2 - 6/13/2025	Human Resources Services	5/29/2025	7/4/2025
6/16/2025	SMC Campus Center	6/12/2025	7/4/2025	6/15 - 6/27/2025	Human Resources Services	6/12/2025	7/18/2025
6/30/2025	SMC Campus Center	6/26/2025	7/18/2025	6/30 - 7/11/2025		6/26/2025	8/1/2025
July							
***7/1/2025 (Faculty ONLY)**	**SMC Campus Center**	**6/26/2025**	**7/18/2025**	6/30 - 7/11/2025	Human Resources Services	6/26/2025	8/1/2025
7/14/2025	SMC Campus Center	7/10/2025	8/1/2025	7/14- 7/25/2025	Human Resources Services	7/10/2025	8/15/2025
7/28/2025	SMC Campus Center	7/24/2025	8/15/2025	7/28 - 8/8/2025	Human Resources Services	7/24/2025	8/29/2025
August							
8/11/2025	SMC Campus Center	8/7/2025	8/29/2025	8/11 - 8/22/2025	Human Resources Services	8/7/2025	9/12/2025
8/25/2025	SMC Campus Center	8/21/2025	9/12/2025	8/25 - 9/5/2025	Human Resources Services	8/21/2025	9/26/2025
September							
9/8/2025	SMC Campus Center	9/4/2025	9/26/2025	9/8 - 9/19/2025	Human Resources Services	9/4/2025	10/10/2025
9/22/2025	SMC Campus Center	9/18/2025	10/10/2025	9/22 - 10/3/2025	Human Resources Services	9/18/2025	10/24/2025
October							
10/6/2025	SMC Campus Center	10/2/2025	10/24/2025	10/6 - 10/17/2025	Human Resources Services	10/2/2025	11/7/2025
10/20/2025	SMC Campus Center	10/16/2025	11/7/2025	10/20 - 10/31/2025	Human Resources Services	10/16/2025	11/21/2025
November							
11/3/2025	SMC Campus Center	10/30/2025	11/21/2025	11/3 - 11/14/2025	Human Resources Services	10/30/2025	12/5/2025
11/17/2025	SMC Campus Center	11/13/2025	12/5/2025	11/17 - 11/28/2025	Human Resources Services	11/13/2025	12/19/2025
December							
12/1/2025	SMC Campus Center	11/26/2025	12/19/2025	12/1 - 12/12/2025	Human Resources Services	11/26/2025	1/2/2026
12/15/2025	SMC Campus Center	12/11/2025	1/2/2026	12/15 - 12/26/2025	Human Resources Services	12/11/2025	1/16/2026
January, 2026							

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1/2/2026	SMC Campus Center	12/11/2025	1/16/2026	12/29 - 1/9/2026	Human Resources Services	12/11/2025	1/30/2026

* Revised cutoff date due to holiday

New hires must complete Section I of Form I-9 within 3 days of the effective date of their contract for In-Take.