

Human Resources  
Onboarding/Intake Schedule  
January, 2022 - December, 2022

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
<b>January</b>							
1/3/2022	SMC Campus Center	12/16/2021	1/21/2022	1/3 - 1/14/2022	Human Resources Services	12/16/2021	2/4/2022
1/18/2022	SMC Campus Center	1/13/2022	2/4/2022	1/17 - 1/28/2022	Human Resources Services	1/13/2022	2/18/2022
1/31/2022	SMC Campus Center	1/27/2022	2/18/2022	1/31 - 2/11/2022	Human Resources Services	1/27/2022	3/4/2022
<b>February</b>							
2/14/2022	SMC Campus Center	2/10/2022	3/4/2022	2/14- 2/25/2022	Human Resources Services	2/10/2022	3/18/2022
2/28/2022	SMC Campus Center	2/24/2022	3/18/2022	2/28- 3/11/2022	Human Resources Services	2/24/2022	4/1/2022
<b>March</b>							
3/14/2022	SMC Campus Center	3/10/2022	4/1/2022	3/14 - 3/25/2022	Human Resources Services	3/10/2022	4/15/2022
3/28/2022	SMC Campus Center	3/24/2022	4/15/2022	3/28 - 4/8/2022	Human Resources Services	3/24/2022	4/29/2022
<b>April</b>							
4/11/2022	SMC Campus Center	4/7/2022	4/29/2022	4/11 - 4/22/2022	Human Resources Services	4/7/2022	5/13/2022
4/25/2022	SMC Campus Center	4/21/2022	5/13/2022	4/25 - 5/6/2022	Human Resources Services	4/21/2022	5/27/2022
<b>May</b>							
5/9/2022	SMC Campus Center	5/5/2022	5/27/2022	5/9 - 5/20/2022	Human Resources Services	5/5/2022	6/10/2022
5/23/2022	SMC Campus Center	5/19/2022	6/10/2022	5/23 - 6/3/2022	Human Resources Services	5/19/2022	6/24/2022
<b>June</b>							
6/6/2022	SMC Campus Center	6/2/2022	6/24/2022	6/6 - 6/17/2022	Human Resources Services	6/2/2022	7/8/2022
6/21/2022	SMC Campus Center	6/16/2022	7/8/2022	6/21 - 7/1/2022	Human Resources Services	6/16/2022	7/22/2022
<b>July</b>							
7/1/2022 (Faculty only)	SMC Campus Center	6/23/2022	7/22/2022				
7/5/2022	SMC Campus Center	6/30/2022	7/22/2022	7/5 - 7/15/2022	Human Resources Services	6/30/2022	8/5/2022
7/18/2022	School of Nursing	7/14/2022	8/5/2022	7/18 - 7/29/2022	Human Resources Services	7/14/2022	8/19/2022
<b>August</b>							
8/1/2022	School of Nursing	7/28/2022	8/19/2022	8/1 - 8/12/2022	Human Resources Services	7/28/2022	9/2/2022
8/15/2022	SMC Campus Center	8/11/2022	9/2/2022	8/15 - 8/26/2022	Human Resources Services	8/11/2022	9/16/2022
8/29/2022	SMC Campus Center	8/25/2022	9/16/2022	8/29 - 9/9/2022	Human Resources Services	8/25/2022	9/30/2022
<b>September</b>							
9/12/2022	SMC Campus Center	9/8/2022	9/30/2022	9/12 - 9/23/2022	Human Resources Services	9/8/2022	10/14/2022
9/26/2022	SMC Campus Center	9/22/2022	10/14/2022	9/26 - 10/7/2022	Human Resources Services	9/22/2022	10/28/2022
<b>October</b>							
10/10/2022	SMC Campus Center	10/6/2022	10/28/2022	10/10 - 10/21/2022	Human Resources Services	10/6/2022	11/11/2022
10/24/2022	SMC Campus Center	10/20/2022	11/11/2022	10/24 - 11/4/2022	Human Resources Services	10/20/2022	11/25/2022
<b>November</b>							
11/7/2022	SMC Campus Center	11/3/2022	11/25/2022	11/7 - 11/18/2022	Human Resources Services	11/3/2022	12/9/2022
11/21/2022	SMC Campus Center	11/17/2022	12/9/2022	11/21 - 12/2/2022	Human Resources Services	11/17/2022	12/23/2022
<b>December</b>							
12/5/2022	SMC Campus Center	12/1/2022	12/23/2022	12/5 - 12/16/2022	Human Resources Services	12/1/2022	1/6/2023
12/19/2022	SMC Campus Center	12/15/2022	1/6/2023	12/19 - 12/30/2022	Human Resources Services	12/15/2022	1/20/2023

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<b>January, 2023</b>							
1/3/2023	SMC Campus Center	12/15/2022	1/20/2023	1/3 - 1/14/2023	Human Resources Services	12/15/2022	2/3/2023

\* 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.