

OFFICE OF HUMAN CAPITAL MANAGEMENT
PeopleSoft DOCUMENT PROCESSING GUIDELINE 2010
UNIVERSITY NEW HIRES AND REAPPOINTMENTS

| CABINET / DEAN APPROVAL OF JOB OFFER Due In Department of Employment | ***DATE OF HIRE | PAY PERIOD | PAY DATE |
|---|----------------------------|---------------|----------------------------|
| | | | |
| Friday, December 11, 2009 | Sunday, December 20, 2009 | 1 | Friday, January 15, 2010 |
| Wednesday, December 23, 2009 | Sunday, January 3, 2010 | 2 | Friday, January 29, 2010 |
| Friday, January 8, 2010 | Tuesday, January 19, 2010 | 3 | Friday, February 12, 2010 |
| Friday, January 22, 2010 | Sunday, January 31, 2010 | 4 | Friday, February 26, 2010 |
| Friday, February 5, 2010 | Tuesday, February 16, 2010 | 5 | Friday, March 12, 2010 |
| Friday, February 19, 2010 | Sunday, February 28, 2010 | 6 | Friday, March 26, 2010 |
| Friday, March 5, 2010 | Sunday, March 14, 2010 | 7 | Friday, April 09, 2010 |
| Friday, March 19, 2010 | Sunday, March 28, 2010 | 8 | Friday, April 23, 2010 |
| Friday, April 2, 2010 | Sunday, April 11, 2010 | 9 | Friday, May 7, 2010 |
| Friday, April 16, 2010 | Sunday, April 25, 2010 | 10 | Friday, May 21, 2010 |
| Thursday, April 30, 2010 | Sunday, May 09, 2010 | 11 | Friday, June 4, 2010 |
| Friday, May 14, 2010 | Tuesday, May 25, 2010 | 12 | Friday, June 18, 2010 |
| Friday, May 28, 2010 | Sunday, June 6, 2010 | 13 | Friday, July 2, 2010 |
| Friday, June 11, 2010 | Sunday, June 20, 2010 | 14 | Friday, July 16, 2010 |
| Friday, June 25, 2010 | Tuesday, July 6, 2010 | 15 | Friday, July 30, 2010 |
| Friday, July 9, 2010 | Sunday, July 18, 2010 | 16 | Friday, August 13, 2010 |
| Friday, July 23, 2010 | Sunday, August 1, 2010 | 17 | Friday, August 27, 2010 |
| Friday, August 6, 2010 | Sunday, August 15, 2010 | 18 | Friday, September 10, 2010 |
| Friday, August 20, 2010 | Sunday, August 29, 2010 | 19 | Friday, September 24, 2010 |
| Friday, September 3, 2010 | Sunday, September 12, 2010 | 20 | Friday, October 8, 2010 |
| Friday, September 17, 2010 | Sunday, September 26, 2010 | 21 | Friday, October 22, 2010 |
| Friday, October 1, 2010 | Tuesday, October 12, 2010 | 22 | Friday, November 5, 2010 |
| Friday, October 15, 2010 | Sunday, October 24, 2010 | 23 | Friday, November 19, 2010 |
| Friday, October 29, 2010 | Sunday, November 7, 2010 | 24 | Friday, December 3, 2010 |
| Friday, November 12, 2010 | Sunday, November 21, 2010 | 25 | Friday, December 17, 2010 |
| Wednesday, November 24, 2010 | Sunday, December 5, 2010 | 26 | Friday, December 31, 2010 |

***** MANAGERS MAY NOT ALLOW AN INDIVIDUAL TO BEGIN EMPLOYMENT AT HOWARD UNIVERSITY
WITHOUT PRIOR APPROVAL BY THE DEPARTMENT OF EMPLOYMENT**

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