

Human Resources
Onboarding/Intake Schedule
February, 2026 - December, 2026

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
February							
2/9/2026	SMC Campus Center	2/5/2026	2/27/2026	2/9/2026	Human Resources Services	2/5/2026	3/13/2026
2/23/2026	SMC Campus Center	2/19/2026	3/13/2026	2/23/2026	Human Resources Services	2/19/2026	3/27/2026
March							
3/9/2026	SMC Campus Center	3/5/2026	3/27/2026	3/9/2026	Human Resources Services	3/5/2026	4/10/2026
3/23/2026	SMC Campus Center	3/19/2026	4/10/2026	3/23/2026	Human Resources Services	3/19/2026	4/24/2026
April							
4/6/2026	SMC Campus Center	4/2/2026	4/24/2026	4/6/2026	Human Resources Services	4/2/2026	5/8/2026
4/20/2026	SMC Campus Center	4/16/2026	5/8/2026	4/20/2026	Human Resources Services	4/16/2026	5/22/2026
May							
5/4/2026	SMC Campus Center	4/30/2026	5/22/2026	5/4/2026	Human Resources Services	4/30/2026	6/5/2026
5/18/2026	SMC Campus Center	5/14/2026	6/5/2026	5/18/2026	Human Resources Services	5/14/2026	6/19/2026
June							
6/1/2026	SMC Campus Center	5/28/2026	6/19/2026	6/1/2026	Human Resources Services	5/28/2026	7/3/2026
6/15/2026	SMC Campus Center	6/11/2026	7/3/2026	6/15/2026	Human Resources Services	6/11/2026	7/17/2026
6/29/2026	SMC Campus Center	6/25/2026	7/17/2026	6/29/2026	Human Resources Services	6/25/2026	7/31/2026
July							
*7/1/2025 (Faculty ONLY)	SMC Campus Center	6/25/2026	7/17/2026	7/1/2026	Human Resources Services	6/25/2026	7/31/2026
7/13/2026	SMC Campus Center	7/9/2026	7/31/2026	7/13/2026	Human Resources Services	7/9/2026	8/14/2026
7/27/2026	SMC Campus Center	7/23/2026	8/14/2026	7/27/2026	Human Resources Services	7/23/2026	8/28/2026
August							
8/10/2026	SMC Campus Center	8/6/2026	8/28/2026	8/10/2026	Human Resources Services	8/6/2026	9/11/2026
8/24/2026	SMC Campus Center	8/20/2026	9/11/2026	8/24/2026	Human Resources Services	8/20/2026	9/25/2026
September							
9/8/2026	SMC Campus Center	9/3/2026	9/25/2026	9/8/2026	Human Resources Services	9/3/2026	10/9/2026
9/21/2026	SMC Campus Center	9/17/2026	10/9/2026	9/21/2026	Human Resources Services	9/17/2026	10/23/2026
October							
10/5/2026	SMC Campus Center	10/1/2026	10/23/2026	10/5/2026	Human Resources Services	10/1/2026	11/6/2026
10/19/2026	SMC Campus Center	10/15/2026	11/6/2026	10/19/2026	Human Resources Services	10/15/2026	11/20/2026
November							
11/2/2026	SMC Campus Center	10/29/2026	11/20/2026	11/2/2026	Human Resources Services	10/29/2026	12/4/2026
11/16/2026	SMC Campus Center	11/12/2026	12/4/2026	11/16/2026	Human Resources Services	11/12/2026	12/18/2026
11/30/2026	SMC Campus Center	11/26/2026	12/18/2026	11/30/2026	Human Resources Services	11/26/2026	1/1/2027
December							
12/14/2026	SMC Campus Center	12/10/2026	1/1/2027	12/14/2026	Human Resources Services	12/10/2026	1/15/2027
January, 2027							
1/4/2027	SMC Campus Center	12/10/2026	1/15/2027	1/4/2027	Human Resources Services	12/10/2026	1/29/2027

* 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.