



Human Resources  
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## 2017-2018 Human Resources Hiring Calendar

| August-2017 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | R  | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

| September-2017 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | R  | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

| October-2017 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | R  | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November-2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | R  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

| December-2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | R  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

| January-2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | R  | F  | S  |
|              | 1  | 2* | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| February-2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | R  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 |    |    |    |

| March-2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | R  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

| April-2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | R  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 |    |    |    |    |    |

| May-2018 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | R  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

| June-2018 |    |    |    |    |     |    |
|-----------|----|----|----|----|-----|----|
| S         | M  | T  | W  | R  | F   | S  |
|           |    |    |    |    | 1*  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8   | 9  |
| 10        | 11 | 12 | 13 | 14 | 15* | 16 |
| 17        | 18 | 19 | 20 | 21 | 22  | 23 |
| 24        | 25 | 26 | 27 | 28 | 29  | 30 |

| July-2018 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | R  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

| LEGEND  |
|---|
| New Employee Orientation (NEO)/Hire Date                      |
| New Faculty/Staff Orientation                                 |
| Hiring Process Deadline (Finalized Hiring Proposal & EPA Due) |
| Spring Break  |
| Holidays - University Closed                                  |

### Employment Reminders

\*\*Hiring dates are subject to change at the discretion of the Office of Human Resources.\*\*

**Fall Open Hiring Period: August 22, 2017 - September 21, 2017**  
 (hire dates are each Tuesday and Thursday in addition to the 1st and 15th)

**Spring Open Hiring Period: January 9, 2018 - February 8, 2018**  
 (hire dates are each Tuesday and Thursday in addition to the 1st and 15th)

**Summer Open Hiring Period: May 22, 2018 - June 21, 2018**  
 (hire dates are each Tuesday and Thursday in addition to the 1st and 15th)

#### NOTES:

Hires may not begin working until they have been approved by the Office of Human Resources.

The hiring process deadline is three (3) working days prior to the anticipated hire date. Both the finalized Hiring Proposal and EPA must be received in HR for the hire to be approved.

Multi-colored dates on the calendar represent two dates of significant importance (i.e. a hire date and a hiring process deadline for a future hire date within the Open Hiring Period).

\*01/02 is a hire date. However, New Employee Orientation will be held on 01/03 due to the holiday break.

\*06/01 and 06/15 are hire dates. However, New Employee Orientation will be held 06/04 and 06/18 due to 06/01 and 06/15 being half day Fridays during the Summer Schedule.

#### Other Important Dates to Remember:

- 08/18 - New HR Faculty/Staff Orientation
- 08/22 - Faculty/Staff Conference (new faculty/staff hires must have been approved for hire and completed NEO before attending)
- 08/24 - Last NEO available before classes start for Fall 2017
- 08/28 - First Day of Class
- 11/15 - Last Date to hire Graduate Assistants for the remainder of the Fall semester
- 12/05 - Last day of Class

12/17 - Go Live date for WORKDAY (replacing PVALENT, Canopy & BPP)  
 Go to <http://www.pvamu.edu/hr/workday/> for more information on the new HR information system

- 01/11 - Last NEO available for new faculty/adjunct hires before classes start for Spring 2018
- 01/16 - First Day of Class
- 04/01 - Begin submitting summer positions for programs for minors, summer camps and enrichment programs
- 05/01 All summer positions for programs for minors, summer camps and enrichment programs should be posted
- 04/15 - Last Date to hire Graduate Assistants for remainder of Spring Semester
- 05/01 - Last Day of Class
- 05/24 - Last NEO available for new faculty/adjust hires before classes start for Summer 2018