

### HR/Finance Paperwork Due Dates for New Hires and EAFs

EAFs and Full New Hire Paperwork (Drug Screen, Background Check, Tax and Payroll Documents, and Benefits) are due on the dates below to best ensure new hires are ready to begin employment the day after the board meeting. This will help ensure that payroll, technology, and all access accounts are established and functioning.

Board Meeting Date	Final Due Date For EAF	Final Due Date for New Hire Paperwork	When employee can expect first check
11/8/21 (BOE)	10/27/21	11/1/21	11/22/21
11/29/21 (COW)	11/10/21	11/22/21	12/15/21
12/13/21 (BOE)	12/1/21	12/6/21	1/25/22
1/10/22 (BOE)	12/15/21	1/3/22	1/25/22
1/24/22 (COW)	1/12/22	1/17/22	2/25/22
2/14/22(BOE)	1/26/22	2/7/22	2/25/22
2/28/22 (COW)	2/16/22	2/21/22	3/25/22
3/14/22 (BOE)	3/2/22	3/7/22	3/25/22
3/28/22 (COW)	3/16/22	3/21/22	4/25/22
4/11/22 (BOE)	3/30/22	4/4/22	4/25/22
4/25/22 (COW)	4/1/22*	4/8/22*	5/25/22
5/9/22 (BOE)	4/27/22	5/2/22	5/25/22
5/23/22 (COW)	5/11/22	5/16/22	6/15/22
6/13/22 (BOE)	5/25/22	6/6/22	7/25/22
6/27/22 (COW)	6/15/22	6/20/22	7/25/22

\*Earlier due date as a result of SCS Spring Break during week prior to 4/25 COW  
If needed, dates can be adjusted as EAFs would most likely be for the 2022-23 school year and 2022-23 teachers would not receive pay in July.