

## FY25 HR NEW HIRE ORIENTATION SCHEDULE (as of 08/26/2024) (for Part-time Staff Positions)

All Completed Documentation* due in HR by 12 noon on:	New Hire Orientation Date	Notes
*All Completed Documentation means fully completed (a) Employment application; (b) Background; (c) Hiring Matrix, Interview Forms, and Reference Check Forms. Upon receipt of this documentation, job offer should be made to confirm start date of employee. <u>Employee must provide required original I-9 documents at their HR orientation. Failure to bring required original documents will result in the orientation and start date being rescheduled for the next staff orientation.</u>		
Thursday, August 8, 2024	Thursday, August 15, 2024	
Friday, August 16, 2024	Friday, August 23, 2024	
Friday, August 23, 2024	Friday, August 30, 2024	
Friday, August 30, 2024	Friday, September 6, 2024	
Friday, September 6, 2024	Friday, September 13, 2024	<b>MORNING ORIENTATION ONLY</b>
Friday, September 13, 2024	Friday, September 20, 2024	<i>Friday, 9/20/2024 is last day in 2024 to hire a new foreign national employee without a SSN because applying for and obtaining a SSN can take several weeks. SSN is needed when W-2s process in January.</i>
Friday, September 20, 2024	Friday, September 27, 2024	
Friday, October 4, 2024	Friday, October 11, 2024	
Friday, October 18, 2024	Friday, October 25, 2024	
Friday, November 1, 2024	Friday, November 8, 2024	
Friday, November 15, 2024	Friday, November 22, 2024	
<del>Wednesday, November 20, 2024</del>	<del>Friday, November 20, 2024</del>	<b>THANKSGIVING HOLIDAY</b>
<del>Monday, December 2, 2024</del>	<del>Friday, December 6, 2024</del>	<b>NO ORIENTATION</b>
<del>Friday, December 6, 2024</del>	<del>Friday, December 13, 2024</del>	<b>NO ORIENTATION</b>
<del>Friday, December 13, 2024</del>	<del>Friday, December 20, 2024</del>	<b>NO ORIENTATION</b>
<del>Friday, December 20, 2024</del>	<del>Friday, December 27, 2024</del>	<b>WINTER BREAK</b>
<del>Friday, December 27, 2024</del>	<del>Friday, January 3, 2025</del>	<b>NO ORIENTATION</b>
Friday, January 3, 2025	Friday, January 10, 2025	
Friday, January 10, 2025	Friday, January 17, 2025	
Friday, January 17, 2025	Friday, January 24, 2025	<b>MORNING ORIENTATION ONLY</b>
Friday, January 24, 2025	Friday, January 31, 2025	
Friday, February 7, 2025	Friday, February 14, 2025	<i>Last day to hire new foreign national employee without a SSN, if they will be leaving campus for the summer or graduating.</i>
Friday, February 21, 2025	Friday, February 28, 2025	<b>MORNING ORIENTATION ONLY</b>
Thursday, March 6, 2025	Thursday, March 13, 2025	
Friday, March 21, 2025	Friday, March 28, 2025	<b>MORNING ORIENTATION ONLY</b>
Friday, April 4, 2025	Friday, April 11, 2025	
Friday, April 18, 2025	Friday, April 25, 2025	<b>MORNING ORIENTATION ONLY</b>
Friday, May 3, 2024	Friday, May 9, 2025	
Friday, May 17, 2024	Friday, May 23, 2025	<b>MORNING ORIENTATION ONLY</b>
Friday, May 30, 2025	Friday, June 6, 2025	
Friday, June 13, 2025	Friday, June 20, 2025	
Friday, June 27, 2025	Thursday, July 3, 2025	<b>MORNING ORIENTATION ONLY</b>
Friday, July 11, 2025	Friday, July 18, 2025	
Friday, July 25, 2025	Friday, August 1, 2025	
<del>Friday, August 4, 2025</del>	<del>Friday, August 8, 2025</del>	<b>NO ORIENTATION</b>
Friday, August 8, 2025	Friday, August 15, 2025	
Friday, August 15, 2025	Friday, August 22, 2025	
Friday, August 22, 2025	Friday, August 29, 2025	