

**FY24 HR NEW HIRE ORIENTATION SCHEDULE (as of 08/09/2023)
(for Part-time Staff Positions)**

All Completed Documentation* due in HR by 12 noon on:	New Hire Orientation Date	Notes
Friday, August 11, 2023	Friday, August 18, 2023	
Friday, August 18, 2023	Friday, August 25, 2023	
Friday, August 25, 2023	Friday, September 1, 2023	
Friday, September 1, 2023	Friday, September 8, 2023	
Friday, September 8, 2023	Friday, September 15, 2023	
Friday, September 15, 2023	Friday, September 22, 2023	
Friday, September 22, 2023	Friday, September 29, 2023	<i>Friday, 9/29/2023 is last day in 2023 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, October 6, 2023	Friday, October 13, 2023	
Friday, October 20, 2023	Friday, October 27, 2023	
Friday, November 3, 2023	Friday, November 10, 2023	
Friday, November 17, 2023	Friday, November 24, 2023	THANKSGIVING HOLIDAY
Wednesday, November 22, 2023	Friday, December 1, 2023	
Friday, December 8, 2023	Friday, December 15, 2023	NO ORIENTATION
Friday, December 15, 2023	Friday, December 22, 2023	WINTER BREAK
Friday, December 22, 2023	Friday, December 29, 2023	WINTER BREAK
Friday, December 29, 2023	Friday, January 5, 2024	NO ORIENTATION
Friday, January 5, 2024	Thursday, January 11, 2024	
Friday, January 12, 2024	Friday, January 19, 2024	
Friday, January 19, 2024	Friday, January 26, 2024	
Friday, January 26, 2024	Friday, February 2, 2024	
Friday, February 9, 2024	Friday, February 16, 2024	<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 23, 2024	Friday, March 1, 2024	
Wednesday, March 13, 2024	Friday, March 22, 2024	
Friday, March 22, 2024	Friday, March 29, 2024	MORNING ORIENTATION ONLY
Friday, April 5, 2024	Friday, April 12, 2024	
Friday, April 19, 2024	Friday, April 26, 2024	
Wednesday, May 10, 2023	Friday, May 17, 2024	
Friday, May 19, 2023	Friday, May 24, 2024	MORNING ORIENTATION ONLY
Friday, May 31, 2024	Friday, June 7, 2024	
Friday, June 14, 2024	Friday, June 21, 2024	
Friday, June 28, 2024	Friday, July 5, 2024	
Friday, July 12, 2024	Friday, July 19, 2024	
Friday, July 26, 2024	Friday, August 2, 2024	
Friday, August 2, 2024	Friday, August 9, 2024	
Friday, August 9, 2024	Friday, August 16, 2024	
Friday, August 16, 2024	Friday, August 23, 2024	
Friday, August 23, 2024	Friday, August 30, 2024	

*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. 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.