

FY16 HR NEW HIRE ORIENTATION SCHEDULE (as of 11/10/2015) (for Staff & Administrative Positions)

All Completed Documentation* due in HR by 9am on:	New Hire Orientation Date	Notes
Wednesday, August 26, 2015	Tuesday, September 01, 2015	<i>FY16 EPA's can be created starting Monday, 8/17/2015.</i>
Monday, September 07, 2015	Thursday, September 10, 2015	
Monday, September 14, 2015	Thursday, September 17, 2015	
Monday, September 21, 2015	Thursday, September 24, 2015	
Monday, September 28, 2015	Thursday, October 01, 2015	
Monday, October 05, 2015	Thursday, October 08, 2015	
Monday, October 12, 2015	Thursday, October 15, 2015	
Monday, October 19, 2015	Thursday, October 22, 2015	
Monday, October 26, 2015	Thursday, October 29, 2015	<i>Thurs, 10/29/2015 is last day in 2015 to hire a new int'l employee without a SSN because applying for and obtaining a SSN can take several weeks and W-2 processing in January is held up if employee has an unresolved SSN.</i>
Monday, November 02, 2015	Thursday, November 05, 2015	
Monday, November 09, 2015	Thursday, November 12, 2015	
Monday, November 16, 2015	Thursday, November 19, 2015	
	Thurs, 11/26/2015 <i>NO ORIENTATION</i>	<i>Thanksgiving Holiday</i>
Monday, November 30, 2015	Thursday, December 03, 2015	
Monday, December 07, 2015	Thursday, December 10, 2015	<i>Thurs, 12/10/15 is last day in this calendar year (CY) to bring in a new hire since (a) the final payroll of the CY is scheduled to run early before the long holiday; (b) timesheets need to be estimated early before the long holiday and end of the CY; and (c) bringing in new hire right before the long holiday is fiscally imprudent.</i>
	Thursday, December 17, 2015	<i>No Orientation</i>
	Thurs, 12/24/2015 <i>NO ORIENTATION</i>	<i>Winter Holiday</i>
	Thurs, 12/31/2015 <i>NO ORIENTATION</i>	<i>Winter Holiday</i>
Monday, January 04, 2016	Thursday, January 07, 2016	
Monday, January 11, 2016	Thursday, January 14, 2016	
Friday, January 15, 2016	Thursday, January 21, 2016	<i>Documentation due date changed due to MLK Holiday.</i>
Monday, January 25, 2016	Thursday, January 28, 2016	
Monday, February 01, 2016	Thursday, February 04, 2016	
Monday, February 08, 2016	Thursday, February 11, 2016	
Monday, February 15, 2016	Thursday, February 18, 2016	
Monday, February 22, 2016	Thursday, February 25, 2016	
Monday, February 29, 2016	Thursday, March 03, 2016	
	Thurs, 3/10/16 <i>NO ORIENTATION</i>	<i>Spring Break Holiday</i>
Monday, March 14, 2016	Thursday, March 17, 2016	
Monday, March 21, 2016	Thursday, March 24, 2016	
Monday, March 28, 2016	Thursday, March 31, 2016	
Monday, April 04, 2016	Thursday, April 07, 2016	
Monday, April 11, 2016	Thursday, April 14, 2016	
Monday, April 18, 2016	Thursday, April 21, 2016	
Monday, April 25, 2016	Thursday, April 28, 2016	
Monday, May 02, 2016	Thursday, May 05, 2016	
Monday, May 09, 2016	Thursday, May 12, 2016	
Monday, May 16, 2016	Thursday, May 19, 2016	
Monday, May 23, 2016	Thursday, May 26, 2016	<i>Documentation due date changed due to Memorial Day Holiday.</i>
Monday, May 30, 2016	Thursday, June 02, 2016	
Monday, June 06, 2016	Thursday, June 09, 2016	
Monday, June 13, 2016	Thursday, June 16, 2016	
Monday, June 20, 2016	Thursday, June 23, 2016	
Monday, June 27, 2016	Thursday, June 30, 2016	
Friday, July 01, 2016	Thursday, July 07, 2016	<i>Documentation due date changed due to Independence Day Holiday.</i>
Monday, July 11, 2016	Thursday, July 14, 2016	
Monday, July 18, 2016	Thursday, July 21, 2016	
Monday, July 25, 2016	Thursday, July 28, 2016	
Monday, August 01, 2016	Thursday, August 04, 2016	<i>Thurs, 8/4/16 is last day in this FY to bring in a new hire since (a) the final payroll of the FY is scheduled to run early before end of the FY; and (b) timesheets need to be estimated early before end of the FY.</i>
	Thurs, 8/11/2016 <i>NO ORIENTATION</i>	
	Thurs, 8/18/2016 <i>NO ORIENTATION</i>	
	Thurs, 8/25/2016 <i>NO ORIENTATION</i>	

**All Completed Documentation means fully completed (a) Electronic Personnel Action (EPA); (b) non-selection entries made by the hiring supervisor on TAMUWorks; (c) Hiring Matrix; (d) Interview Forms; and (e) Reference Check Forms. Upon receipt of this documentation and prior to offering job, (1) a criminal history investigation, degree verification, and verification of selective service registration must be conducted and cleared and (2) required justification and approvals for paying over the entry of the pay grade must be obtained.*

NOTE FOR HR ONLY:

If necessary and depending on when new faculty orientation is set, we could allow 8/11/16 as the last orientation for the FY.