

FY17 HR NEW HIRE ORIENTATION SCHEDULE (as of 07/06/2016) (for Staff & Administrative Positions)

| All Completed Documentation* due in HR by 9am on: | New Hire Orientation Date | Notes |
|---|---|--|
| Monday, August 29, 2016 | Thursday, September 01, 2016 | <i>FY16 EPA's can be created starting Monday, 8/15/2016.</i> |
| Monday, September 05, 2016 | Thursday, September 08, 2016 | |
| Monday, September 12, 2016 | Thursday, September 15, 2016 | |
| Monday, September 19, 2016 | Thursday, September 22, 2016 | |
| Monday, September 26, 2016 | Thursday, September 29, 2016 | |
| Monday, October 03, 2016 | Thursday, October 06, 2016 | |
| Monday, October 10, 2016 | Thursday, October 13, 2016 | |
| Monday, October 17, 2016 | Thursday, October 20, 2016 | |
| Monday, October 24, 2016 | Thursday, October 27, 2016 | <i>Thurs, 10/27/2016 is last day in 2016 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, October 31, 2016 | Thursday, November 03, 2016 | |
| Monday, November 07, 2016 | Thursday, November 10, 2016 | |
| Monday, November 14, 2016 | Thursday, November 17, 2016 | |
| | Thurs, 11/24/2016 NO ORIENTATION | <i>Thanksgiving Holiday</i> |
| Monday, November 28, 2016 | Thursday, December 01, 2016 | |
| Monday, December 05, 2016 | Thursday, December 08, 2016 | <i>Thurs, 12/08/16 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 15, 2016 | <i>No Orientation</i> |
| | Thursday, December 22, 2016 | <i>No Orientation</i> |
| | Thurs, 12/29/2016 NO ORIENTATION | <i>Winter Holiday</i> |
| Monday, January 02, 2017 | Thursday, January 05, 2017 | |
| Monday, January 09, 2017 | Thursday, January 12, 2017 | |
| Friday, January 13, 2017 | Thursday, January 19, 2017 | <i>Documentation due date changed due to MLK Holiday.</i> |
| Monday, January 23, 2017 | Thursday, January 26, 2017 | |
| Monday, January 30, 2017 | Thursday, February 02, 2017 | |
| Monday, February 06, 2017 | Thursday, February 09, 2017 | |
| Monday, February 13, 2017 | Thursday, February 16, 2017 | |
| Monday, February 20, 2017 | Thursday, February 23, 2017 | |
| Monday, February 27, 2017 | Thursday, March 02, 2017 | |
| Monday, March 06, 2017 | Thursday, March 09, 2017 | |
| | Thurs, 03/16/2017 NO ORIENTATION | <i>Spring Break Holiday</i> |
| Monday, March 20, 2017 | Thursday, March 23, 2017 | |
| Monday, March 27, 2017 | Thursday, March 30, 2017 | |
| Monday, April 03, 2017 | Thursday, April 06, 2017 | |
| Monday, April 10, 2017 | Thursday, April 13, 2017 | |
| Monday, April 17, 2017 | Thursday, April 20, 2017 | |
| Monday, April 24, 2017 | Thursday, April 27, 2017 | |
| Monday, May 01, 2017 | Thursday, May 04, 2017 | |
| Monday, May 08, 2017 | Thursday, May 11, 2017 | |
| Monday, May 15, 2017 | Thursday, May 18, 2017 | |
| Monday, May 22, 2017 | Thursday, May 25, 2017 | |
| Friday, May 26, 2017 | Thursday, June 01, 2017 | <i>Documentation due date changed due to Memorial Day Holiday.</i> |
| Monday, June 05, 2017 | Thursday, June 08, 2017 | |
| Monday, June 12, 2017 | Thursday, June 15, 2017 | |
| Monday, June 19, 2017 | Thursday, June 22, 2017 | |
| Monday, June 26, 2017 | Thursday, June 29, 2017 | |
| Friday, June 30, 2017 | Thursday, July 06, 2017 | <i>Documentation due date changed due to Independence Day Holiday.</i> |
| Monday, July 10, 2017 | Thursday, July 13, 2017 | |
| Monday, July 17, 2017 | Thursday, July 20, 2017 | |
| Monday, July 24, 2017 | Thursday, July 27, 2017 | |
| Monday, July 31, 2017 | Thursday, August 03, 2017 | <i>Thurs, 8/3/17 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, 8/10/2016 NO ORIENTATION | |
| | Thurs, 8/17/2016 NO ORIENTATION | |
| | Thurs, 8/24/2016 NO ORIENTATION | |

**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.