

FY18 HR NEW HIRE ORIENTATION SCHEDULE (as of 10/16/2017)

(for Staff & Administrative Positions)

All Completed Documentation* due in HR by 9am on:	New Hire Orientation Date	Notes
Monday, August 28, 2017	Friday, September 01, 2017	<i>FY17 EPA's can be created starting Monday, 8/14/2017.</i>
Thursday, September 07, 2017	Tuesday, September 12, 2017	
Wednesday, September 13, 2017	Tuesday, September 19, 2017	
Wednesday, September 20, 2017	Tuesday, September 26, 2017	
Wednesday, September 27, 2017	Tuesday, October 03, 2017	
Wednesday, October 04, 2017	Tuesday, October 10, 2017	
Wednesday, October 11, 2017	Tuesday, October 17, 2017	
Wednesday, October 18, 2017	Tuesday, October 24, 2017	
Wednesday, October 25, 2017	Tuesday, October 31, 2017	<i>Tues, 10/31/2017 is last day in 2017 to hire a new int'l employee without a SSN because applying for and obtaining a</i>
Wednesday, November 01, 2017	Tuesday, November 07, 2017	
Wednesday, November 08, 2017	Tuesday, November 14, 2017	<i>***Tuesday, 11/14/2017 is last day in this calendar year (CY) to bring in a <u>bi-weekly</u> new hire due cutover for Workday migration.</i>
Friday, November 10, 2017	Thursday, November 16, 2017	<i>***Thursday, 11/16/2017 is last day in this calendar year (CY) to bring in a <u>monthly</u> new hire due cutover for Workday migration.</i>
	Tuesday, November 21, 2017	<i>No Orientation</i>
	Tuesday, November 28, 2017	<i>No Orientation</i>
	Tuesday, December 05, 2017	<i>No Orientation</i>
	Tuesday, December 12, 2017	<i>No Orientation</i>
	Tuesday, December 19, 2017	<i>No Orientation</i>
	Tuesday, December 26, 2017	<i>No Orientation</i>
	Mon, 01/01/2018 NO ORIENTATION	<i>Winter Holiday</i>
Wednesday, January 03, 2018	Tuesday, January 09, 2018	
Tuesday, January 09, 2018	Tuesday, January 16, 2018	<i>Documentation due date changed due to Holiday.</i>
Wednesday, January 17, 2018	Tuesday, January 23, 2018	
Wednesday, January 24, 2018	Tuesday, January 30, 2018	
Wednesday, January 31, 2018	Tuesday, February 06, 2018	
Wednesday, February 07, 2018	Tuesday, February 13, 2018	
Wednesday, February 14, 2018	Tuesday, February 20, 2018	
Wednesday, February 21, 2018	Tuesday, February 27, 2018	
Wednesday, February 28, 2018	Tuesday, March 06, 2018	
Wednesday, March 07, 2018	Tuesday, March 13, 2018	
Wednesday, March 07, 2018	Tuesday, March 20, 2018	<i>Documentation due date changed due to Spring Break.</i>
Wednesday, March 21, 2018	Tuesday, March 27, 2018	
Wednesday, March 28, 2018	Tuesday, April 03, 2018	
Wednesday, April 04, 2018	Tuesday, April 10, 2018	
Wednesday, April 11, 2018	Tuesday, April 17, 2018	
Wednesday, April 18, 2018	Tuesday, April 24, 2018	
Wednesday, April 25, 2018	Tuesday, May 01, 2018	
Wednesday, May 02, 2018	Tuesday, May 08, 2018	
Wednesday, May 09, 2018	Tuesday, May 15, 2018	
Wednesday, May 16, 2018	Tuesday, May 22, 2018	
Monday, May 22, 2017	Tuesday, May 29, 2018	<i>Documentation due date changed due to Holiday.</i>
Wednesday, May 30, 2018	Tuesday, June 05, 2018	
Wednesday, June 06, 2018	Tuesday, June 12, 2018	
Wednesday, June 13, 2018	Tuesday, June 19, 2018	
Wednesday, June 20, 2018	Tuesday, June 26, 2018	
Wednesday, June 27, 2018	Tuesday, July 03, 2018	
Wednesday, July 04, 2018	Tuesday, July 10, 2018	
Wednesday, July 11, 2018	Tuesday, July 17, 2018	
Wednesday, July 18, 2018	Tuesday, July 24, 2018	
Wednesday, July 25, 2018	Tuesday, July 31, 2018	
Wednesday, August 01, 2018	Tuesday, August 07, 2018	<i>Tuesday, 8/7/18 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>
	Tues, 08/14/2018 NO ORIENTATION	
	Tues, 08/21/2018 NO ORIENTATION	
	Tues, 08/28/2018 NO ORIENTATION	

* **All Completed Documentation** means fully completed (a) Electronic Personnel Action (EPA); (b) non-selection entries made by the hiring supervisor on TAMIUWorks; (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.