

## FY21 HR NEW HIRE ORIENTATION SCHEDULE (as of 6/4/2021) (for Student Positions)

Student Employment (Financial Aid Office) needs to provide all Completed Documentation* to HR by 12 noon on:	New Hire Orientation Date	Notes
<p>*All Completed Documentation refers to a fully completed Referral for Hire Form. A Referral for Hire form per hire is required and should include a PIN number, pay rate, hours worked, paying account, and all other information requested on the form. <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 student orientation.</u> Please note the deadlines provided for Financial Aid and Human Resources differ. For information on when the required documentation must be submitted to the Financial Aid office, please contact Elizabeth Rocha.</p>		
Friday, August 28, 2020	Friday, September 4, 2020	
Friday, September 4, 2020	Friday, September 11, 2020	
Friday, September 11, 2020	Friday, September 18, 2020	
Friday, September 18, 2020	Friday, September 25, 2020	
Friday, September 25, 2020	Friday, October 2, 2020	Friday, 10/2/2020 is last day in 2020 to hire a new int'l employee without a SSN because applying for and obtaining a SSN can take several weeks. SSN is needed when W-2s process in January.
Friday, October 2, 2020	Friday, October 9, 2020	
Friday, October 9, 2020	Friday, October 16, 2020	
Friday, October 16, 2020	Friday, October 23, 2020	
Friday, October 23, 2020	Friday, October 30, 2020	
Friday, October 30, 2020	Friday, November 6, 2020	
Friday, November 6, 2020	Friday, November 13, 2020	
	Friday, November 20, 2020	No Orientation
	Friday, November 27, 2020	Thanksgiving Holiday
	Friday, December 4, 2020	No Orientation
	Friday, December 11, 2020	No Orientation
	Friday, December 18, 2020	No Orientation
	Friday, December 25, 2020	Christmas Holiday
	Friday, January 1, 2021	Christmas Holiday
	Friday, January 8, 2021	No Orientation
Friday, January 8, 2021	Friday, January 15, 2021	
Friday, January 15, 2021	Friday, January 22, 2021	
Friday, January 22, 2021	Friday, January 29, 2021	
Friday, January 29, 2021	Friday, February 5, 2021	
Friday, February 12, 2021	Friday, February 19, 2021	
Friday, February 26, 2021	Friday, March 5, 2021	
Friday, March 12, 2021	Friday, March 19, 2021	
Friday, March 26, 2021	Friday, April 2, 2021	
Friday, April 9, 2021	Friday, April 16, 2021	
Friday, April 23, 2021	Friday, April 30, 2021	
Friday, May 7, 2021	Friday, May 14, 2021	
Friday, May 21, 2021	Friday, May 28, 2021	
Friday, June 4, 2021	Friday, June 11, 2021	
Friday, June 18, 2021	Friday, June 25, 2021	
Friday, July 2, 2021	Friday, July 9, 2021	
Friday, July 16, 2021	Friday, July 23, 2021	