

**FY23 HR NEW HIRE ORIENTATION SCHEDULE (as of 08/08/2022)
(for Full-time Staff Positions)**

All Completed Documentation* due in HR by 12 noon on:	New Hire Orientation Date	Notes
*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. <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 staff orientation.</u>		
Monday, August 29, 2022	Monday, September 5, 2022	
Monday, September 12, 2022	Monday, September 19, 2022	
Monday, September 26, 2022	Monday, October 3, 2022	<i>Monday, 10/3/2022 is last day in 2022 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>
Monday, October 10, 2022	Monday, October 17, 2022	
Monday, October 24, 2022	Monday, October 31, 2022	
Monday, November 7, 2022	Monday, November 14, 2022	
Monday, November 21, 2022	Tuesday, November 29, 2022	
Monday, December 5, 2022	Monday, December 12, 2022	<i>No Orientation</i>
Monday, December 19, 2022	Monday, December 26, 2022	<i>Winter Break</i>
Monday, January 2, 2023	Monday, January 9, 2023	
Friday, January 13, 2023	Monday, January 23, 2023	
Monday, January 30, 2023	Monday, February 6, 2023	
Monday, February 13, 2023	Monday, February 20, 2023	
Monday, February 27, 2023	Monday, March 6, 2023	
Monday, March 13, 2023	Monday, March 20, 2023	
Monday, March 27, 2023	Monday, April 3, 2023	
Monday, April 10, 2023	Monday, April 17, 2023	
Monday, April 24, 2023	Monday, May 1, 2023	
Monday, May 8, 2023	Monday, May 15, 2023	
Friday, May 19, 2023	Tuesday, May 30, 2023	
Monday, June 5, 2023	Monday, June 12, 2023	
Friday, June 16, 2023	Monday, June 26, 2023	
Monday, July 3, 2023	Monday, July 10, 2023	
Monday, July 17, 2023	Monday, July 24, 2023	
Monday, July 31, 2023	Monday, August 7, 2023	
Monday, August 14, 2023	Monday, August 21, 2023	