

FY26 HR NEW HIRE ORIENTATION SCHEDULE (as of 06/25/2025) (for Part-time Staff Positions)

| Department must notify their final selection to HR by 12 noon on: | New Hire Orientation Date | Notes |
|---|--------------------------------------|--|
| <p>*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></p> | | |
| Friday, August 8, 2025 | Friday, August 15, 2025 | |
| Friday, August 15, 2025 | Friday, August 22, 2025 | |
| Friday, August 22, 2025 | Friday, August 29, 2025 | |
| Friday, August 29, 2025 | Friday, September 5, 2025 | |
| Friday, September 5, 2025 | Friday, September 12, 2025 | |
| Friday, September 12, 2025 | Friday, September 19, 2025 | MORNING ORIENTATION ONLY |
| Friday, September 19, 2025 | Friday, September 26, 2025 | Friday, 9/26/2025 is last day in 2025 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. |
| Friday, October 3, 2025 | Friday, October 10, 2025 | |
| Friday, October 17, 2025 | Friday, October 24, 2025 | |
| Friday, October 31, 2025 | Friday, November 7, 2025 | |
| Friday, November 14, 2025 | Friday, November 21, 2025 | |
| Wednesday, November 19, 2025 | Friday, November 28, 2025 | THANKSGIVING HOLIDAY |
| Monday, December 4, 2025 | Friday, December 5, 2025 | NO ORIENTATION |
| Friday, December 5, 2025 | Friday, December 12, 2025 | NO ORIENTATION |
| Friday, December 12, 2025 | Friday, December 19, 2025 | NO ORIENTATION |
| Friday, December 19, 2025 | Friday, December 26, 2025 | WINTER BREAK |
| Friday, December 26, 2025 | Friday, January 2, 2026 | NO ORIENTATION |
| Friday, January 2, 2026 | Friday, January 9, 2026 | |
| Friday, January 9, 2026 | Friday, January 16, 2026 | MORNING ORIENTATION ONLY |
| Friday, January 16, 2026 | Friday, January 23, 2026 | |
| Friday, January 23, 2026 | Friday, January 30, 2026 | MORNING ORIENTATION ONLY |
| Friday, February 6, 2026 | Friday, February 13, 2026 | Last day to hire new foreign national employee without a SSN, if they will be leaving campus for the summer or graduating. |
| Friday, February 20, 2026 | Friday, February 27, 2026 | MORNING ORIENTATION ONLY |
| Friday, March 6, 2026 | Friday, March 13, 2026 | |
| Friday, March 20, 2026 | Friday, March 27, 2026 | MORNING ORIENTATION ONLY |
| Friday, April 3, 2026 | Friday, April 10, 2026 | |
| Friday, April 17, 2026 | Friday, April 24, 2026 | |
| Friday, May 1, 2026 | Friday, May 8, 2026 | |
| Friday, May 15, 2026 | Friday, May 22, 2026 | |
| Friday, May 29, 2026 | Friday, June 5, 2026 | MORNING ORIENTATION ONLY |
| Friday, June 12, 2026 | Friday, June 19, 2026 | MORNING ORIENTATION ONLY |
| Friday, June 26, 2026 | Friday, July 3, 2026 | MORNING ORIENTATION ONLY |
| Friday, July 10, 2026 | Friday, July 17, 2026 | MORNING ORIENTATION ONLY |
| Friday, July 24, 2026 | Friday, July 31, 2026 | MORNING ORIENTATION ONLY |
| Friday, July 31, 2026 | Friday, August 7, 2026 | MORNING ORIENTATION ONLY |
| Friday, August 7, 2026 | Friday, August 14, 2026 | |
| Friday, August 14, 2026 | Friday, August 21, 2026 | |
| Friday, August 21, 2026 | Friday, August 28, 2026 | |