| FY24 HR NEW HIRE ORIENTATION SCHEDULE (as of 08/09/2023)  (for Full-time Staff Positions)   |                              |  |
|---|------------------------------|--|
| All Completed Documentation*<br>due in HR by 12 noon on:  | New Hire<br>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. 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. |                              |  |
| Monday, August 14, 2023   | Monday, August 21, 2023      |  |
| Monday, August 28, 2023   | Monday, September 4, 2023    |  |
| Monday, September 11, 2023  | Monday, September 18, 2023   |  |
| Monday, September 25, 2023  | Monday, October 2, 2023      | Monday, 10/2/2023 is last day in 2023 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. |
| Monday, October 9, 2023   | Monday, October 16, 2023     |  |
| Monday, October 23, 2023  | Monday, October 30, 2023     |  |
| Monday, November 6, 2023  | Monday, November 13, 2023    |  |
| Monday, November 20, 2023   | Tuesday, November 28, 2023   |  |
| -Monday, December 4, 2023   | -Monday, December 11, 2023   | NO ORIENTATION   |
| -Monday, December 18, 2023  | - Monday, December 25, 2023  | WINTER BREAK   |
| Monday, December 18, 2023   | Monday, January 8, 2024      |  |
| Friday, January 12, 2024  | Monday, January 22, 2024     |  |
| Monday, January 29, 2024  | Monday, February 5, 2024     |  |
| Monday, February 13, 2023   | Monday, February 19, 2024    |  |
| Monday, February 26, 2024   | Monday, March 4, 2024        |  |
| Monday, March 11, 2024  | Monday, March 18, 2024       |  |
| Monday, March 25, 2024  | Monday, April 1, 2024        |  |
| Monday, April 8, 2024   | Monday, April 15, 2024       |  |
| Monday, April 22, 2024  | Monday, April 29, 2024       |  |
| Monday, May 6, 2024   | Monday, May 13, 2024         |  |
| Friday, May 17, 2024  | Tuesday, May 28, 2024        |  |
| Monday, June 3, 2024  | Monday, June 10, 2024        |  |
| Friday, June 14, 2024   | Monday, June 24, 2024        |  |
| Monday, July 1, 2024  | Monday, July 8, 2024         |  |
| Monday, July 15, 2024   | Monday, July 22, 2024        |  |
| Monday, July 29, 2024   | Monday, August 5, 2024       |  |
|   |                              |  |

Monday, August 19, 2024

Monday, August 12, 2024