



EMPLOYEE ORIENTATION PROCESS NOTIFICATION

ALL ORIENTATION SESSIONS START PROMPTLY AT 8:30 A.M. AND WILL BE HELD IN THE HUBBARD-TOTTON BUILDING, HR TRAINING ROOM, 212-D.

New/rehire orientation dates are confirmed in written offer letters and verbally communicated to new/rehire employees (at all levels of hire). The 2013 January through December orientation dates are as follows:

NCCU 2013 EMPLOYEE ORIENTATION DATES

○ January 8, 2013	○ April 3, 2013	○ July 1, 2013	○ October 1, 2013
○ January 14, 2013	○ April 15, 2013	○ July 15, 2013	○ October 14, 2013
○ January 28, 2013	○ May 1, 2013	○ August 5, 2013	○ November 4, 2013
○ February 4, 2013	○ May 13, 2013	○ August 12, 2013	○ November 11, 2013
○ February 25, 2013	○ May 29, 2013 <i>(Tentative)</i>	○ August 26, 2013 <i>(Tentative)</i>	○ December 3, 2013
○ March 4, 2013	○ June 3, 2013	○ September 9, 2013	
○ March 25, 2013	○ June 24, 2013	○ September 23, 2013	

NOTE: ALL HR related Payroll forms, Benefits and other required departmental forms will be completed during the established orientation sessions published above.

Hiring departments are required to work closely with the HR Employment Consultant to confirm the appropriate start and orientation dates. An employee's effective start date should coincide with the orientation dates above.

Processes that fall outside this operating schedule are discouraged. If a department's hiring activity is not in compliance with the schedule presented, they are required to contact the HR Employment Consultant for guidance prior to extending an offer or establishing a start date for an employee.