



ORIENTATION

Employee Sessions Facilitated By The NCCU Human Resources Department

ORIENTATION SESSIONS START PROMPTLY AT 8:30 A.M. SIGN-IN BEGINS AT 8:00 A.M., AND WILL BE HELD IN THE HUBBARD-TOTTON BUILDING, HR TRAINING ROOM, 212-D UNLESS OTHERWISE NOTED.

We are providing the 2017 orientation schedule for your convenience and use. New/rehire orientation dates are confirmed via written offer letters and are verbally communicated to new/rehire employees (at all levels of hire).

Hiring departments are required to work closely with HR Employment Consultants to confirm the appropriate start and orientation dates. An employee's effective start date should coincide with orientation dates as shown. All HR related payroll forms, benefits, and other required departmental forms will be completed during the established orientation sessions.

As a reminder current hiring guidelines are as follows:

- ① *All new employees (permanent) will start on the 1st of each month.*
- ② *Human Resources must receive all completed hiring packages by the 15th of each month to ensure a start date of the first of the next month. For example, if your hiring package arrives on November 20th, the earliest your new hire can start will be January 1st.*
- ③ *Hiring packages are required to have the appropriate management approvals upon submission to Human Resources for processing.*
- ④ *No individual is to start work until all hiring documents have been received by Human Resources.*
- ⑤ *Offer letters are now centralized as follows:*
 - a) *SHRA and EHRA Non-Faculty hiring letters will be issued by the Chief of Human Resources.*
 - b) *All teaching contracts (EHRA Faculty and EHRA Non-Faculty) in the Division of Academic Affairs will be issued by Provost Johnson Akinleye.*

Everyone is responsible for ensuring that our employees are afforded Eagle Excellence prior to their arrival. All department hiring activity should be in compliance with the schedule presented. Always contact the appropriate HR Employment Consultant for guidance prior to extending an offer or establishing an employee start date. Exceptions to the guidelines will require the Chancellor's approval.

For your convenience, this 2017 employee orientation schedule is posted via https://www.nccu.edu/formsdocs/proxy.cfm?file_id=3750 in the Forms and Documents Repository of the NCCU website.

2017 ORIENTATION SCHEDULE

JANUARY

January 4, 2017
(Tentative) January 5, 2017

FEBRUARY

February 1, 2017

MARCH

March 1, 2017

APRIL

April, 3, 2017

MAY

May 1, 2017

JUNE

June 1, 2017

JULY

July 3, 2017
(Tentative) July 6, 2017

AUGUST

August 1, 2017
August 2, 2017
August 3, 2017

SEPTEMBER

September 1, 2017
(Tentative) September 6, 2017

OCTOBER

October 2, 2017

NOVEMBER

November 1, 2017

DECEMBER

December 1, 2017

THE DEADLINE FOR CAMPUS HANDOFF TO HUMAN RESOURCES IS BY THE 15TH OF EVERY MONTH