



2025 New Employee Orientation Schedule

Please allow a minimum of two weeks for hiring proposals to complete the approval process. This timeframe ensures all approvals—HR Initial Review, Dean/Vice Chancellor, Budget, Contracts & Grants or Title III, and HR Final Approval—are completed by 5 pm on the deadline, aligning with the orientation schedule and allowing candidates to provide a two-week notice to their current employer.

Incomplete proposals will result in a rescheduled start date for the next NEO session and require an updated appointment letter with the revised effective date.

** Employees will receive their first paycheck the following month.*

<u>Month</u>	<u>First Session</u>	<u>Hiring Proposal Deadline</u>	<u>Second Session</u>	<u>Hiring Proposal Deadline</u>	<u>Pay Date</u>
Jan	01/08/25	01/02/25	01/22/25*	01/14/25	01/31/25
Feb	02/03/25	01/28/25	02/17/25*	02/11/25	02/28/25
Mar	03/03/25	02/25/25	03/17/25*	03/11/25	03/31/25
Apr	04/07/25	04/01/25	04/21/25*	04/15/25	04/30/25
May	05/05/25	04/29/25	05/19/25*	05/13/25	05/30/25
Jun	06/02/25	05/27/25	06/16/25*	06/10/25	06/30/25
Jul	07/07/25	07/01/25	07/21/25*	07/15/25	07/31/25
Aug	08/04/25	07/29/25	08/18/25*	08/12/25	08/29/25
Sep	09/03/25	08/26/25	09/15/25*	09/09/25	09/30/25
Oct	10/06/25	09/30/25	10/20/25*	10/14/25	10/31/25
Nov	11/03/25	10/28/25	11/17/25*	11/11/25	11/26/25
Dec	12/01/25	11/25/25	N/A		12/22/25