

2021 EMPLOYEE BENEFITS NEW HIRE ORIENTATION SCHEDULE

Tuesdays 10:00 am - 11:30 am

**THIS SCHEDULE MAY NOT APPLY TO NEW EMPLOYEES THAT ARE HIRED AT
THE SHERIFF'S OFFICE, CSA, HSA, BHRS or LIBRARY.
SEE YOUR DEPARTMENT HR FOR BENEFIT ORIENTATION INFORMATION.**

	HIRE DATES	ORIENTATION DATES	PAPERWORK DUE DATE	EMPLOYEE'S FIRST PAYDAY
21A	12/19/20 - 01/01/21	12/29/20 OR 01/12/21	12/31/20	01/13/21
21B	01/04/21 - 01/15/21	01/12/21 OR 01/26/21	01/14/21	01/27/21
21C	01/18/21 - 01/29/21	01/26/21 OR 02/09/21	01/29/21	02/10/21
21D	02/01/21 - 02/12/21	02/09/21 OR 02/23/21	02/11/21	02/24/21
21E	02/15/21 - 02/26/21	02/23/21 OR 03/09/21	02/26/21	03/10/21
21F	02/26/21 - 03/12/21	03/09/21 OR 03/23/21	03/12/21	03/24/21
21G	03/12/21 - 03/26/21	03/23/21 OR 04/06/21	03/26/21	04/07/21
21H	03/26/21 - 04/09/21	04/06/21 OR 04/20/21	04/09/21	04/21/21
21I	04/09/21 - 04/23/21	04/20/21 OR 05/04/21	04/23/21	05/05/21
21J	04/23/21 - 05/07/21	05/04/21 OR 05/18/21	05/07/21	05/19/21
21K	05/07/21 - 05/21/21	05/18/21 OR 06/01/21	05/20/21	06/02/21
21L	05/21/21 - 06/04/21	06/01/21 OR 06/15/21	06/04/21	06/16/21
21M	06/04/21 - 06/18/21	06/15/21 OR 06/29/21	06/18/21	06/30/21
21N	06/18/21 - 07/02/21	06/29/21 OR 07/13/21	07/01/21	07/14/21
21O	07/02/21 - 07/16/21	07/13/21 OR 07/27/21	07/16/21	07/28/21
21P	07/16/21 - 07/30/21	07/27/21 OR 08/10/21	07/30/21	08/11/21
21Q	07/30/21 - 08/13/21	08/10/21 OR 08/24/21	08/13/21	08/25/21
21R	08/13/21 - 08/27/21	08/24/21 OR 09/07/21	08/26/21	09/08/21
21S	08/27/21 - 09/10/21	09/07/21 OR 09/21/21	09/10/21	09/22/21
21T	09/10/21 - 09/24/21	09/21/21 OR 10/05/21	09/24/21	10/06/21
21U	09/24/21 - 10/08/21	10/05/21 OR 10/19/21	10/08/21	10/20/21
21V	10/08/21 - 10/22/21	10/19/21 OR 11/02/21	10/22/21	11/03/21
21W	10/22/21 - 11/05/21	11/02/21 OR 11/16/21	11/04/21	11/17/21
21X	11/05/21 - 11/19/21	11/16/21 OR 11/30/21	11/17/21	12/01/21
21Y	11/19/21 - 12/03/21	11/30/21 OR 12/14/21	12/03/21	12/15/21
21Z	12/03/21 - 12/17/21	12/14/21 OR 12/28/21	12/16/21	12/29/21

If your date of hire falls between the above HIRE DATES, you have two ORIENTATION DATES to choose from. Your department will sign you up for the orientation meeting and provide you with a new hire packet that you must bring with you to your orientation meeting. Your completed new hire packet must be returned to your department to be submitted to Employee Benefits electronically no later than the PAPERWORK DUE DATE.

Orientation Meeting Location: TEAMS Meeting Invitation Will Be Sent Upon Request