

2023 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
23A	12/17/22 - 12/30/22	12/27/22 OR 01/10/23	12/29/22	01/11/23
23B	12/31/22 - 01/13/23	01/10/23 OR 01/24/23	01/12/23	01/25/23
23C	01/14/23 - 01/27/23	01/24/23 OR 02/07/23	01/27/23	02/08/23
23D	01/28/23 - 02/10/23	02/07/23 OR 02/21/23	02/09/23	02/22/23
23E	02/11/23 - 02/24/23	02/21/23 OR 03/07/23	02/24/23	03/08/23
23F	02/25/23 - 03/10/23	03/07/23 OR 03/21/23	03/10/23	03/22/23
23G	03/11/23 - 03/24/23	03/21/23 OR 04/04/23	03/24/23	04/05/23
23H	03/25/23 - 04/07/23	04/04/23 OR 04/18/23	04/07/23	04/19/23
23I	04/08/23 - 04/21/23	04/18/23 OR 05/02/23	04/21/23	05/03/23
23J	04/22/23 - 05/05/23	05/02/23 OR 05/16/23	05/05/23	05/17/23
23K	05/06/23 - 05/19/23	05/16/23 OR 05/30/23	05/18/23	05/31/23
23L	05/20/23 - 06/02/23	05/30/23 OR 06/13/23	06/02/23	06/14/23
23M	06/03/23 - 06/16/23	06/13/23 OR 06/27/23	06/16/23	06/28/23
23N	06/17/23 - 06/30/23	06/27/23 OR 07/11/23	06/29/23	07/12/23
23O	07/01/23 - 07/14/23	07/11/23 OR 07/25/23	07/14/23	07/26/23
23P	07/15/23 - 07/28/23	07/25/23 OR 08/08/23	07/28/23	08/09/23
23Q	07/29/23 - 08/11/23	08/08/23 OR 08/22/23	08/11/23	08/23/23
23R	08/12/23 - 08/25/23	08/22/23 OR 09/05/23	08/24/23	09/06/23
23S	08/26/23 - 09/08/23	09/05/23 OR 09/19/23	09/08/23	09/20/23
23T	09/09/23 - 09/22/23	09/19/23 OR 10/03/23	09/22/23	10/04/23
23U	09/23/23 - 10/06/23	10/03/23 OR 10/17/23	10/06/23	10/18/23
23V	10/07/23 - 10/20/23	10/17/23 OR 10/31/23	10/20/23	11/01/23
23W	10/21/23 - 11/03/23	10/31/23 OR 11/14/23	11/02/23	11/15/23
23X	11/04/23 - 11/17/23	11/14/23 OR 11/28/23	11/16/23	11/29/23
23Y	11/18/23 - 12/01/23	11/28/23 OR 12/12/23	12/01/23	12/13/23
23Z	12/02/23 - 12/15/23	12/12/23 OR 12/26/23	12/15/23	12/27/23

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