

2024 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
24A	12/16/23 - 12/29/23	12/26/23 OR 01/09/24	12/28/23	01/10/24
24B	12/30/23 - 01/12/24	01/09/24 OR 01/23/24	01/11/24	01/24/24
24C	01/13/24 - 01/26/24	01/23/24 OR 02/06/24	01/26/24	02/07/24
24D	01/27/24 - 02/09/24	02/06/24 OR 02/20/24	02/08/24	02/21/24
24E	02/10/24 - 02/23/24	02/20/24 OR 03/05/24	02/23/24	03/06/24
24F	02/24/24 - 03/08/24	03/05/24 OR 03/19/24	03/08/24	03/20/24
24G	03/09/24 - 03/22/24	03/19/24 OR 04/02/24	03/22/24	04/03/24
24H	03/23/24 - 04/05/24	04/02/24 OR 04/16/24	04/05/24	04/17/24
24I	04/06/24 - 04/19/24	04/16/24 OR 04/30/24	04/19/24	05/01/24
24J	04/20/24 - 05/03/24	04/30/24 OR 05/14/24	05/03/24	05/15/24
24K	05/04/24 - 05/17/24	05/14/24 OR 05/28/24	05/16/24	05/29/24
24L	05/18/24 - 05/31/24	05/28/24 OR 06/11/24	05/31/24	06/12/24
24M	06/01/24 - 06/14/24	06/11/24 OR 06/25/24	06/13/24	06/26/24
24N	06/15/24 - 06/28/24	06/25/24 OR 07/09/24	06/27/24	07/10/24
24O	06/29/24 - 07/12/24	07/09/24 OR 07/23/24	07/12/24	07/24/24
24P	07/13/24 - 07/26/24	07/23/24 OR 08/06/24	07/26/24	08/07/24
24Q	07/27/24 - 08/09/24	08/06/24 OR 08/20/24	08/09/24	08/21/24
24R	08/10/24 - 08/23/24	08/20/24 OR 09/03/24	08/22/24	09/04/24
24S	08/24/24 - 09/06/24	09/03/24 OR 09/17/24	09/06/24	09/18/24
24T	09/07/24 - 09/20/24	09/17/24 OR 10/01/24	09/20/24	10/02/24
24U	09/21/24 - 10/04/24	10/01/24 OR 10/15/24	10/04/24	10/16/24
24V	10/05/24 - 10/18/24	10/15/24 OR 10/29/24	10/18/24	10/30/24
24W	10/19/24 - 11/01/24	10/29/24 OR 11/12/24	11/01/24	11/13/24
24X	11/02/24 - 11/15/24	11/12/24 OR 11/26/24	11/15/24	11/27/24
24Y	11/16/24 - 11/29/24	11/26/24 OR 12/10/24	11/27/24	12/11/24
24Z	11/30/24 - 12/13/24	12/10/24 OR 12/24/24	12/11/24	12/23/24

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