

## NEW EMPLOYEE START DATES & FM NEO

We are asking each of you to support new set START DATES for every new FM employee and **schedule your new hires** accordingly using the dates listed in the chart below.

### CHART FOR NEW SET START DATES AND FM NEO and MAIN HR NEO DATES

Monday-Start Dates and FM- NEO	Tuesday-Main HR NEO
September 16	September 17
September 30	October 1
October 14	October 15
October 28	October 29
November 11	November 12
November 25	November 26
December 9	December 10
*January TBD	*January TBD

### Changes

On FM new employees' first day of work, FM-HR Learning and Development will host a full day FM NEO including an hour for lunch and relationship-building and a FM "Technology Camp." This means you will no longer be responsible for the visit to Main HR to present paperwork for I-9's, getting the employee's ID card made, or providing a campus tour. FM-HR Learning and Development is happy to give you back this time to prepare for your new employee's arrival to your unit on Day 3 of their first week of work.

On FM new employees' second day of work, they will attend **University NEO** in Colvard North 5092 from 8:30 AM until noon and have the option of attending the Benefits Enrollment session hosted by main HR Benefits Department from 1:00 to 3:00 PM.

By each FM new employee's third day of work, they will continue their onboarding journeys by reporting to their work **units for job-specific onboarding** and completing the remaining modules in the [University New Employee Onboarding course in Canvas](#) within their first 120 days on the job.

Special note: New FM employees hired well-before the new Monday start dates will be scheduled by FM-HR to attend one of these **stand-alone** FM NEO dates:

- **July 24, 2019** – New FM employees hired prior to May through \*June 17, 2019
- **August 14, 2019** – New FM employees hired from \*June 18, 2019- through \*July 15, 2019, and
- **September 4, 2019** – New FM employees hired from \*July 15, 2019, through \*August 30, 2019.

\* best-approximated date ranges