



2023 New Employee Orientation

New Employees who are beginning their employment in a Benefits Eligible (BE) position at Wichita State University are required to complete a virtual New Employee Orientation (NEO) session on their second day of work. HR Talent Acquisition sends electronic onboarding paperwork to new employees containing information about virtual NEO, including the NEO Zoom link. All NEO sessions are conducted virtually and scheduled on a Tuesday unless otherwise noted below.

- **8:30 AM – 10:00 AM:** Virtual Live NEO Welcome, Overview, and Instructions via Zoom
- **10:00 AM – 5:00 PM:** NEO Online Modules – New Employees should be allowed this time to independently complete the NEO Online Modules and New Employee Requirements Checklist

NEO NOTE	START DATE (PAY PERIOD BEGIN DATE)		ORIENTATION DATE		FIRST PAY DATE	
	Day	Date	Day	Date	Day	Date
	Sunday	1/8/2023	Tuesday	1/10/2023	Friday	2/3/2023
	Sunday	1/22/2023	Tuesday	1/24/2023	Friday	2/17/2023
	Sunday	2/5/2023	Tuesday	2/7/2023	Friday	3/3/2023
	Sunday	2/19/2023	Tuesday	2/21/2023	Friday	3/17/2023
	Sunday	3/5/2023	Tuesday	3/7/2023	Friday	3/31/2023
	Sunday	3/19/2023	Tuesday	3/21/2023	Friday	4/14/2023
	Sunday	4/2/2023	Tuesday	4/4/2023	Friday	4/28/2023
	Sunday	4/16/2023	Tuesday	4/18/2023	Friday	5/12/2023
	Sunday	4/30/2023	Tuesday	5/2/2023	Friday	5/26/2023
	Sunday	5/14/2023	Tuesday	5/16/2023	Friday	6/9/2023
Due to Memorial Day occurring on Monday, May 29, NEO for this session is moved to Wednesday, May 31 to keep NEO on the new employee's second day of work.	Sunday	5/28/2023	Wednesday	5/31/2023	Friday	6/23/2023
	Sunday	6/11/2023	Tuesday	6/13/2023	Friday	7/7/2023
	Sunday	6/25/2023	Tuesday	6/27/2023	Friday	7/21/2023
	Sunday	7/9/2023	Tuesday	7/11/2023	Friday	8/4/2023
	Sunday	7/23/2023	Tuesday	7/25/2023	Friday	8/18/2023
<i>*This Monday NEO (hosted by HR) on 8/7/2023 is for teaching Faculty starting on 8/6/2023 in order to avoid conflict with Academic Affairs New Faculty Orientation typically held on Tuesdays.</i>	Sunday	8/6/2023	Monday	8/7/2023	Friday	9/1/2023
This (regularly scheduled) NEO is for non-teaching staff starting on 8/8/2023.	Sunday	8/6/2023	Tuesday	8/8/2023	Friday	9/1/2023
	Sunday	8/20/2023	Tuesday	8/22/2023	Friday	9/15/2023
Due to Labor Day occurring on Monday, September 4, NEO for this session is moved to Wednesday, September 6 to keep NEO on the new employee's second day of work.	Sunday	9/3/2023	Wednesday	9/6/2023	Friday	9/29/2023
	Sunday	9/17/2023	Tuesday	9/19/2023	Friday	10/13/2023
	Sunday	10/1/2023	Tuesday	10/3/2023	Friday	10/27/2023
	Sunday	10/15/2023	Tuesday	10/17/2023	Friday	11/10/2023
	Sunday	10/29/2023	Tuesday	10/31/2023	Friday	11/24/2023
	Sunday	11/12/2023	Tuesday	11/14/2023	Friday	12/8/2023
	Sunday	11/26/2023	Tuesday	11/28/2023	Friday	12/22/2023
	Sunday	12/10/2023	Tuesday	12/12/2023	Friday	1/5/2024