



2024 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

NEO NOTE	START DATE (PAY PERIOD BEGIN DATE)		ORIENTATION DATE		FIRST PAY DATE	
	Day	Date	Day	Date	Day	Date
	Sunday	1/7/2024	Tuesday	1/9/2024	Friday	2/2/2024
	Sunday	1/21/2024	Tuesday	1/23/2024	Friday	2/16/2024
	Sunday	2/4/2024	Tuesday	2/6/2024	Friday	3/1/2024
	Sunday	2/18/2024	Tuesday	2/20/2024	Friday	3/15/2024
	Sunday	3/3/2024	Tuesday	3/5/2024	Friday	3/29/2024
	Sunday	3/17/2024	Tuesday	3/19/2024	Friday	4/12/2024
	Sunday	3/31/2024	Tuesday	4/2/2024	Friday	4/26/2024
	Sunday	4/14/2024	Tuesday	4/16/2024	Friday	5/10/2024
	Sunday	4/28/2024	Tuesday	4/30/2024	Friday	5/24/2024
	Sunday	5/12/2024	Tuesday	5/14/2024	Friday	6/7/2024
Due to Memorial Day occurring on Monday, May 27, NEO for this session is moved to Wednesday, May 29 to keep NEO on the new employee's second day of work.	Sunday	5/26/2024	Wednesday	5/29/2024	Friday	6/21/2024
	Sunday	6/9/2024	Tuesday	6/11/2024	Friday	7/5/2024
	Sunday	6/23/2024	Tuesday	6/25/2024	Friday	7/19/2024
	Sunday	7/7/2024	Tuesday	7/9/2024	Friday	8/2/2024
	Sunday	7/21/2024	Tuesday	7/23/2024	Friday	8/16/2024
<i>*This Monday NEO (hosted by HR) on 8/5/2024 is for teaching Faculty starting on 8/4/2024 in order to avoid conflict with Academic Affairs New Faculty Orientation typically held on Tuesdays.</i>	Sunday	8/4/2024	Monday	8/5/2024	Friday	8/30/2024
This (regularly scheduled) NEO is for non-teaching staff starting on 8/4/2024.	Sunday	8/4/2024	Tuesday	8/6/2024	Friday	8/30/2024
	Sunday	8/18/2024	Tuesday	8/20/2024	Friday	9/13/2024
Due to Labor Day occurring on Monday, September 2, NEO for this session is moved to Wednesday, September 4 to keep NEO on the new employee's second day of work.	Sunday	9/1/2024	Wednesday	9/4/2024	Friday	9/27/2024
	Sunday	9/15/2024	Tuesday	9/17/2024	Friday	10/11/2024
	Sunday	9/29/2024	Tuesday	10/1/2024	Friday	10/25/2024
	Sunday	10/13/2024	Tuesday	10/15/2024	Friday	11/8/2024
	Sunday	10/27/2024	Tuesday	10/29/2024	Friday	11/22/2024
	Sunday	11/10/2024	Tuesday	11/12/2024	Friday	12/6/2024
	Sunday	11/24/2024	Tuesday	11/26/2024	Friday	12/20/2024
	Sunday	12/8/2024	Tuesday	12/10/2024	Friday	1/3/2025