



2025 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 Teams 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 Teams
- **10:00 AM – 5:00 PM:** NEO Online Modules – New Employees should be allowed this time to independently complete the NEO Online Modules and ensure all required onboarding items are completed successfully in WuHire

NEO NOTE	START DATE (PAY PERIOD BEGIN DATE)		ORIENTATION DATE		FIRST PAY DATE	
	Sunday	1/5/2025	Tuesday	1/7/2025	Friday	1/31/2025
Due to Martin Luther King Jr. Day occurring on Mon., Jan. 20, NEO for this session is moved to Wed., Jan. 22 to keep NEO on the new employee's second day of work.	Sunday	1/19/2025	Wednesday	1/22/2025	Friday	2/14/2025
	Sunday	2/2/2025	Tuesday	2/4/2025	Friday	2/28/2025
	Sunday	2/16/2025	Tuesday	2/18/2025	Friday	3/14/2025
	Sunday	3/2/2025	Tuesday	3/4/2025	Friday	3/28/2025
	Sunday	3/16/2025	Tuesday	3/18/2025	Friday	4/11/2025
	Sunday	3/30/2025	Tuesday	4/1/2025	Friday	4/25/2025
	Sunday	4/13/2025	Tuesday	4/15/2025	Friday	5/9/2025
	Sunday	4/27/2025	Tuesday	4/29/2025	Friday	5/23/2025
	Sunday	5/11/2025	Tuesday	5/13/2025	Friday	6/6/2025
Due to Memorial Day occurring on Monday, May 26, NEO for this session is moved to Wednesday, May 28 to keep NEO on the new employee's second day of work.	Sunday	5/25/2025	Wednesday	5/28/2025	Friday	6/20/2025
	Sunday	6/8/2025	Tuesday	6/10/2025	Friday	7/4/2025
	Sunday	6/22/2025	Tuesday	6/24/2025	Friday	7/18/2025
	Sunday	7/6/2025	Tuesday	7/8/2025	Friday	8/1/2025
	Sunday	7/20/2025	Tuesday	7/22/2025	Friday	8/15/2025
<i>*This Monday NEO (hosted by HR) on 8/4/2025 is for teaching Faculty starting on 8/3/2025 in order to avoid conflict with Academic Affairs New Faculty Orientation typically held on Tuesdays.</i>	Sunday	8/3/2025	Monday	8/4/2025	Friday	8/29/2025
This (regularly scheduled) NEO is for non-teaching staff starting on 8/3/2025.	Sunday	8/3/2025	Tuesday	8/5/2025	Friday	8/29/2025
	Sunday	8/17/2025	Tuesday	8/19/2025	Friday	9/12/2025
Due to Labor Day occurring on Monday, September 1, NEO for this session is moved to Wednesday, September 3 to keep NEO on the new employee's second day of work.	Sunday	8/31/2025	Wednesday	9/3/2025	Friday	9/26/2025
	Sunday	9/14/2025	Tuesday	9/16/2025	Friday	10/10/2025
	Sunday	9/28/2025	Tuesday	9/30/2025	Friday	10/24/2025
	Sunday	10/12/2025	Tuesday	10/14/2025	Friday	11/7/2025
	Sunday	10/26/2025	Tuesday	10/28/2025	Friday	11/21/2025
	Sunday	11/9/2025	Tuesday	11/11/2025	Friday	12/5/2025
	Sunday	11/23/2025	Tuesday	11/25/2025	Friday	12/19/2025
	Sunday	12/7/2025	Tuesday	12/9/2025	Friday	1/2/2026