

2017 Onboarding Schedule

When hiring a new non-exempt employee, start them on the first day of a pay period, or the Monday after the pay period starts. When hiring an exempt employee, start them on the first day of the Month, or the first two Mondays of the month. Faculty start dates can only be on the 1st or the 16th. By following this schedule, this allows central payroll, human resources, benefits, senior business officers, and hiring managers, time to approve the process in Workday. Follow the schedule below:

March

| | |
|----|--------------------|
| 1 | Exempt, Faculty |
| 9 | Exempt, Non-Exempt |
| 13 | Exempt, Non-Exempt |
| 16 | Faculty |
| 23 | Non-Exempt |

April

| | |
|-----|--------------------|
| 3 | Exempt, Faculty |
| 6 | Exempt, Non-Exempt |
| 10 | Exempt, Non-Exempt |
| TBD | Faculty* |
| 20 | Non-Exempt |
| 24 | Non-Exempt |

*contact new hire faculty to schedule onboarding date.

May

| | |
|----|--------------------|
| 1 | Exempt, Faculty |
| 4 | Exempt, Non-Exempt |
| 8 | Exempt, Non-Exempt |
| 16 | Faculty |
| 18 | Non-Exempt |
| 22 | Non-Exempt |

June

| | |
|----|--------------------|
| 1 | Exempt, Faculty |
| 5 | Exempt, Non-Exempt |
| 15 | Exempt, Non-Exempt |
| 16 | Faculty |
| 29 | Non-Exempt |

July

| | |
|----|-----------------------------|
| 5 | Exempt, Faculty |
| 13 | Exempt, Non-Exempt |
| 17 | Exempt, Faculty, Non-Exempt |
| 27 | Non-Exempt |
| 31 | Non-Exempt |

August

| | |
|----|--------------------|
| 1 | Exempt, Faculty |
| 10 | Exempt, Non-Exempt |
| 14 | Exempt, Non-Exempt |
| 16 | Faculty |
| 24 | Non-Exempt |
| 28 | Non-Exempt |

September

| | |
|-----|--------------------|
| 1 | Exempt, Faculty |
| 7 | Exempt, Non-Exempt |
| 11 | Exempt, Non-Exempt |
| TBD | Faculty* |
| 21 | Non-Exempt |
| 25 | Non-Exempt |

*contact new hire faculty to schedule onboarding date.

October

| | |
|----|--------------------|
| 2 | Exempt, Faculty |
| 5 | Exempt, Non-Exempt |
| 9 | Exempt, Non-Exempt |
| 16 | Faculty |
| 19 | Non-Exempt |
| 23 | Non-Exempt |

November

| | |
|----|--------------------|
| 1 | Exempt, Faculty |
| 2 | Exempt, Non-Exempt |
| 6 | Exempt, Non-Exempt |
| 16 | Faculty |
| 20 | Non-Exempt |
| 30 | Non-Exempt |

December

| | |
|-----|--------------------|
| 1 | Exempt, Faculty |
| 4 | Exempt, Non-Exempt |
| 14 | Exempt, Non-Exempt |
| TBD | Faculty* |

*contact new hire faculty to schedule on-boarding date.

IMPORTANT: If hiring managers do not want employees to start on the recommended dates, please make sure they are educated on the following:

Non-exempt problems could occur:

1. New employee might not have access to entering time in workday.
2. Paper timesheets will need to be submitted.
3. New hire might not be paid on pay-day, therefore an on-demand check will be need to be requested.
4. There could be delays in receiving direct deposit
5. If the new hire starts at the end of the month, there might be problems enrolling in benefits. If the new hire task has not been approved in workday before the end of the month, they will not receive benefits for the next month, and they will need to wait another month.

Exempt problems could occur:

1. New hire might not be paid on pay-day. An on-demand check will need to be requested.
2. Delays in receiving direct deposit
3. There might be problems enrolling in benefits. If the new hire task has not been approved in workday before the end of the month, they will not receive benefits for the next month, and they will need to wait another month.

NOTE: Holiday/Winter Recess – if you have a new hire that has holiday pay or winter recess hours, ensure the holiday hours have been populate on their timesheet. This information may not pre-populate. Make sure to approve the holiday or winter recess time.

If you have any questions regarding start dates, contact your Human Resources Partner.

***If start date is scheduled out of cycle, all onboarding tasks will be completed by the recruiter.**