

New Employee Orientation

All new permanent (full-time or part-time) employees (EHRA, SHRA, and Post Docs) must attend NEO100: New Employee Orientation and one of the following Benefits Orientation sessions.

BEN100: Benefits Orientation for SHRA & EHRA (also offered as an online module)

or

NEO201: Post Docs Benefits Orientation

NEO100 - New Employee Orientation

- **NEO100**-New Employee Orientation is held generally on Tuesdays at Joyner Visitor Center from 11:00am to 4:00pm.
 - Campus bus tour
 - Lunch at dining hall
- An alternate NEO100 is offered once a month from 8:30am-12:00pm for new hires with schedule conflicts. This session does not include the campus bus tour and lunch.
- Employees can register via MyPackPortal (if the hire action is approved), call the Onboarding Center (OBC), email the OBC, or the supervisor/manager (as assigned in the HR System) can register them via Manager Self Service in MyPackPortal. A system generated confirmation email with registration details and directions is sent to the employee.

Benefits Orientation is conducted separately from NEO100

Qualifying SHRA and EHRA/Faculty Employees

- Class setting (**BEN100**)—Employees can register via MyPackPortal (if the hire action is approved), call the OBC, email the OBC, or the supervisor/manager (as assigned in the HR System) can register them via Manager Self Service in MyPackPortal. A system generated confirmation email with registration details and directions is sent to the employee.
- Online Orientation—This is an alternative to attending an in-person benefits session. The online version contains videos and links for the employee to enroll in their benefits online. The employee electronically attests that they have completed the orientation online.
<http://go.ncsu.edu/benefitsorientation>

Post Docs (**NEO201**)

- One hour class session
- Generally right before or after NEO100
- Not currently available online
- Twice a month

If you have any questions, please contact the NC State Onboarding Center staff at:

onboardingcenter@ncsu.edu

919-513-1278

We are here to serve you!

New Employee Orientation

January 2017

Sessions for January	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, January 17 th Tuesday, January 31 st Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, January 4 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, January 10 th Tuesday, January 24 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Wednesday, January 4 th	1:00pm – 2:00pm	Avent Ferry Technology Center Room 106
	Tuesday, January 17 th	10:00am – 11:00am	Joyner-Boardroom 145

February 2017

Sessions for February	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, February 14 th Tuesday, February 28 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, February 22 nd	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, February 7 th Tuesday February 21 st	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Tuesday, February 14 th	10:00am-11:00am	Joyner-Boardroom 145
	Wednesday, February 22 nd	1:00pm-2:00pm	Avent Ferry Technology Center Room 106

March 2017

Sessions for March	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, March 14 th Tuesday, March 28 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, March 8 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, March 7 th Tuesday March 21 st	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Wednesday, March 8 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 108
	Tuesday, March 28 th	10:00am-11:00am	Joyner-Boardroom 145

New Employee Orientation

April 2017

Sessions for April	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, April 11 th Tuesday, April 25 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, April 19 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, April 4 th Tuesday, April 18 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits			
	Wednesday, April 19 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106

May 2017

Sessions for May	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, May 9 th Tuesday, May 23 rd Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, May 17 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, May 2 nd Tuesday, May 16 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Tuesday, May 9 th	10:00am-11:00am	Joyner-Boardroom 145
	Wednesday, May 17 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106

June 2017

Sessions for June	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, June 13 th Tuesday, June 27 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, June 7 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, June 6 th Tuesday, June 20 st	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Wednesday, June 7 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106
	Tuesday, June 27 th	10:00am-11:00am	Joyner-Boardroom 145

New Employee Orientation

July 2017

Sessions for July	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, July 18 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, July 5 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, July 11 th Tuesday, July 25 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Wednesday, July 5 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106
	Tuesday, July 18 th	10:00am-11:00am	Joyner-Boardroom 145

August 2017

Sessions for August	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, August 1 st Tuesday, August 15 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, August 9 th Wednesday, August 23 rd	8:30am-12:00pm	Avent Ferry Technology Center Room 106
	BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, August 8 th Tuesday, August 22 nd	1:00pm – 4:30 pm
NEO201: Post Docs Benefits	Wednesday, August 9 th	1:00pm-2:00pm	Joyner-Boardroom 145
	Tuesday, August 15 th	10:00am-11:00am	Joyner-Boardroom 145

September 2017

Sessions for September	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, September 12 th Tuesday, September 26 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, September 20 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, September 5 th Tuesday, September 19 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Tuesday, September 12 th	10:00am-11:00am	Joyner-Boardroom 145
	Wednesday, September 20 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106

New Employee Orientation

October 2017

Sessions for October	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, October 10 th Tuesday, October 24 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, October 18 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, October 3 rd Tuesday, October 17 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Tuesday, October 10 th	10:00am-11:00am	Joyner-Boardroom 145
	Wednesday, October 18 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106

November 2017

Sessions for November	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, November 14 th Tuesday, November 28 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, November 8 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, November 7 th Tuesday, November 21 st	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Wednesday, November 8 th	1:00pm-2:00pm	Joyner - Boardroom 145
	Tuesday, November 14 th	10:00am-11:00am	Joyner-Boardroom 145

December 2017

Sessions for December	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, December 12 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, December 20 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, December 5 th Tuesday, December 19 th	1:00pm – 4:30 pm	Joyner-Multipurpose Room 153
NEO201: Post Docs Benefits	Tuesday, December 12 th	10:00am-11:00am	Joyner-Boardroom 145