

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 Reporter (if the hire action is approved), or call or email the Onboarding Center. 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 Reporter (if the hire action is approved), or call or email the OBC. 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 2020

Sessions for January	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, January 7 th Tuesday, January 21 st Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, January 15 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, January 14 th Tuesday, January 28 th	12:30pm-4:00 pm	Joyner-Multipurpose Room 153
NEO201: Post Doc Benefits	Wednesday, January 15 th	1:00pm – 2:00pm	Avent Ferry Technology Center Room 106
	Tuesday, January 21 st	10:00am – 11:00am	Joyner-Boardroom 145

February 2020

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

March 2020

Sessions for March	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, March 3 rd Tuesday, March 31 st Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, March 18 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, March 10 th Tuesday March 24 th	12:30pm-4:00 pm	Joyner-Multipurpose Room 153
NEO201: Post Doc Benefits	Tuesday, March 3 rd	10:00am – 11:00am	Joyner-Boardroom 145
	Wednesday, March 18 th	1:00pm – 2:00pm	Avent Ferry Technology Center Room 106

New Employee Orientation

April 2020

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

May 2020

Sessions for May	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, May 12 th Tuesday, May 26 th Includes bus tour & lunch	11:00am-4:00pm	Joyner-Multipurpose Room 153
	Wednesday, May 6 th	8:30am-12:00pm	Avent Ferry Technology Center Room 106
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, May 5 th Tuesday, May 19 th	12:30pm-4:00 pm	Joyner-Multipurpose Room 153
NEO201: Post Doc Benefits	Wednesday, May 6 th	1:00pm-2:00pm	Avent Ferry Technology Center Room 106
	Tuesday, May 26 th	10:00am-11:00am	Joyner-Boardroom 145

June 2020

Sessions for June	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, June 9 th Tuesday, June 23 rd	1:15pm-3:45pm	Online via Zoom
	Wednesday, June 3 rd	9:30am-12:00pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, June 2 nd Tuesday, June 16 th Tuesday, June 30 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Wednesday, June 3 rd	1:00pm-2:00pm	Online via Zoom
	Tuesday, June 23 rd	10:00am-11:00am	Online via Zoom

New Employee Orientation

July 2020

Sessions for July	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, July 7 th Tuesday, July 21 st	1:15pm-3:45pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, July 14 th Tuesday, July 28 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, July 7 th	10:00am-11:00am	Online via Zoom
	Wednesday, July 15 th	12:10pm-1:00pm	Online via Zoom

August 2020

Sessions for August	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, August 4 th Tuesday, August 18 th	1:15pm-3:45pm (Aug 4 th) 1:15pm-4:20pm (Aug 18 th)	Online via Zoom
	Wednesday, August 12 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, August 11 th Tuesday, August 25 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, August 4 th	10:00am-11:00am	Online via Zoom
	Wednesday, August 12 th	1:00pm-2:00pm	Online via Zoom

September 2020

Sessions for September	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, September 1 st Tuesday, September 15 th Tuesday, September 29 th	1:15pm-4:20pm	Online via Zoom
	Wednesday, September 9 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Wednesday, September 2 nd Tuesday, September 8 th Tuesday, September 22 nd	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, September 1 st	10:00am-11:00am	Online via Zoom
	Wednesday, September 9 th	1:00pm-2:00pm	Online via Zoom
	Tuesday, September 29 th	10:00am-11:00am	Online via Zoom

New Employee Orientation

October 2020

Sessions for October	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, October 13 th Tuesday, October 27 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, October 21 st	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, October 6 th Tuesday, October 20 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, October 13 th	10:00am – 11:00am	Online via Zoom
	Wednesday, October 21 st	1:00pm-2:00pm	Online via Zoom

November 2020

Sessions for November	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, November 10 th Tuesday, November 24 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, November 18 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, November 3 rd Tuesday, November 17 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, November 10 th	10:00am-11:00am	Online via Zoom
	Wednesday, November 18 th	1:00pm-2:00pm	Online via Zoom

December 2020

Sessions for December	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, December 8 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, December 16 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, December 1 st Tuesday, December 15 th	12:30pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, December 8 th	10:00am-11:00am	Online via Zoom
	Wednesday, December 16 th	1:00pm – 2:00pm	Online via Zoom