

New Employee Orientation

******Please note that Session times and location are tentative based on University COVID-19 guidelines******

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 2021

Sessions for January	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, January 12 th Tuesday, January 26 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, January 6 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, January 5 th Tuesday, January 19 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Wednesday, January 6 th	1:00pm – 2:00pm	Online via Zoom
	Tuesday, January 26 th	10:00am – 11:00am	Online via Zoom

February 2021

Sessions for February	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, February 9 th Tuesday, February 23 rd Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, February 17 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, February 2 nd Tuesday February 16 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, February 9 th	10:00am – 11:00am	Online via Zoom
	Wednesday, February 16 th	10:00am – 11:00am	Online via Zoom

March 2021

Sessions for March	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, March 9 th Tuesday, March 23 rd Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, March 31 st	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, March 2 nd Tuesday, March 16 th Tuesday, March 30 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, March 9 th	10:00am – 11:00am	Online via Zoom
	Wednesday, March 31 st	1:00pm – 2:00pm	Online via Zoom

New Employee Orientation

April 2021

Sessions for April	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, April 6 th Tuesday, April 20 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, April 14 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, April 13 th Tuesday, April 27 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Wednesday, April 14 th	1:00pm-2:00pm	Online via Zoom
	Tuesday, April 20 th	10:00am-11:00am	Online via Zoom

May 2021

Sessions for May	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, May 4 th Tuesday, May 18 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, May 26 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, May 11 th Tuesday, May 25 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, May 4 th	10:00am-11:00am	Online via Zoom
	Wednesday, May 26 th	1:00pm-2:00pm	Online via Zoom

June 2021

Sessions for June	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, June 1 st Tuesday, June 15 th Tuesday, June 29 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, June 23 rd	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, June 8 th Tuesday, June 22 nd	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, June 15 th	10:00am-11:00am	Online via Zoom
	Wednesday, June 23 rd	1:00pm-2:00pm	Online via Zoom

New Employee Orientation

July 2021

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

August 2021

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

September 2021

Sessions for September	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, September 7 th	1:15pm-4:20pm	Online via Zoom
	Wednesday, September 22 th	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Wednesday, September 1 st Tuesday, September 14 th Tuesday, September 28 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, September 7 th	10:00am-11:00am	Online via Zoom
	Wednesday, September 15 th	1:00pm-2:00pm	Online via Zoom

New Employee Orientation

October 2021

Sessions for October	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, October 5 th Tuesday, October 19 th	1:15pm-4:20pm	Online via Zoom
	Wednesday, October 27 th	9:30am-12:30pm	Joyner-Multipurpose Room 153
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, October 12 th Tuesday, October 26 th	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, October 5 th	10:00am – 11:00am	Online via Zoom
	Wednesday, October 27 th	1:00pm-2:00pm	Online via Zoom

November 2021

Sessions for November	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, November 2 nd Tuesday, November 30 th Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, November 17 th	9:30am-12:30pm	Joyner-Multipurpose Room 153
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, November 9 th Tuesday, November 23 rd	1:00pm-4:00 pm	TBD
NEO201: Post Doc Benefits	Wednesday, November 17 th	1:00pm-2:00pm	TBD
	Tuesday, November 30 th	10:00am – 11:00am	TBD

December 2021

Sessions for December	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, December 14 th Includes bus tour & lunch	1:15pm-4:20pm	Joyner-Multipurpose Room 153
	Wednesday, December 22 nd	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, December 7 th Tuesday, December 21 st	1:00pm-4:00 pm	TBD
NEO201: Post Doc Benefits	Tuesday, December 14 th	10:00am-11:00am	TBD
	Wednesday, December 22 nd	1:00pm – 2:00pm	TBD