

## New Employee Orientation

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**\*\*\*\*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](mailto: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 <sup>th</sup> Tuesday, January 26 <sup>th</sup> Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, January 6 <sup>th</sup>	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, January 5 <sup>th</sup> Tuesday, January 19 <sup>th</sup>	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Wednesday, January 6 <sup>th</sup>	1:00pm – 2:00pm	Online via Zoom
	Tuesday, January 26 <sup>th</sup>	10:00am – 11:00am	Online via Zoom

### February 2021

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

### March 2021

Sessions for March	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, March 9 <sup>th</sup> Tuesday, March 23 <sup>rd</sup> Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, March 31 <sup>st</sup>	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, March 2 <sup>nd</sup> Tuesday, March 16 <sup>th</sup> Tuesday, March 30 <sup>th</sup>	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, March 9 <sup>th</sup>	10:00am – 11:00am	Online via Zoom
	Wednesday, March 31 <sup>st</sup>	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 <sup>th</sup> Tuesday, April 20 <sup>th</sup> Includes bus tour & lunch	1:15pm-4:20pm	Online via Zoom
	Wednesday, April 14 <sup>th</sup>	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, April 13 <sup>th</sup> Tuesday, April 27 <sup>th</sup>	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Wednesday, April 14 <sup>th</sup>	1:00pm-2:00pm	Online via Zoom
	Tuesday, April 20 <sup>th</sup>	10:00am-11:00am	Online via Zoom

### May 2021

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

### June 2021

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

## New Employee Orientation

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### July 2021

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

### August 2021

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

### September 2021

Sessions for September	Date	Time	Location/Room
NEO100: New Employee Orientation	Tuesday, September 7 <sup>th</sup>	1:15pm-4:20pm	Online via Zoom
	Wednesday, September 22 <sup>th</sup>	9:30am-12:30pm	Online via Zoom
BEN100: Benefits Orientation for SHRA & EHRA	Wednesday, September 1 <sup>st</sup> Tuesday, September 14 <sup>th</sup> Tuesday, September 28 <sup>th</sup>	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, September 7 <sup>th</sup>	10:00am-11:00am	Online via Zoom
	Wednesday, September 15 <sup>th</sup>	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 <sup>th</sup> Tuesday, October 19 <sup>th</sup>	1:15pm-4:20pm	Online via Zoom
	Wednesday, October 27 <sup>th</sup>	9:30am-12:30pm	Joyner-Multipurpose Room 153
BEN100: Benefits Orientation for SHRA & EHRA	Tuesday, October 12 <sup>th</sup> Tuesday, October 26 <sup>th</sup>	1:00pm-4:00 pm	Online via Zoom
NEO201: Post Doc Benefits	Tuesday, October 5 <sup>th</sup>	10:00am – 11:00am	Online via Zoom
	Wednesday, October 27 <sup>th</sup>	1:00pm-2:00pm	Online via Zoom

### November 2021

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

### December 2021

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