



New Employee Orientation Agenda

Time:	Topic:	Presented By:
8:30 am – 8:35 am	ID Photos	
8:35 am – 8:50 am	Welcome and Introductions	Orientation Host
8:50 am – 9:15 am	Employment Info Perks	Orientation Host
9:15 am – 9:30 am	Parking	University Parking
9:30 am – 10:00 am	Public Safety Active Shooter Training	Public Safety
10:00 am – 10:10 am	Break	
10:10 am – 10:25 am	Get Healthy Now, Health Mgmt Program	Get Healthy Now Staff
10:25 am – 11:25 am	Your Benefits	Benefits Office
11:25 am – 11:30 am	Your Payroll	Payroll Office
11:30 am – 12:00 pm	Payroll Paperwork Submission I-9s One-on-one with Benefits Foreign Nationals meet with International Center	