

Orientation Schedule for Salaried and Hourly Employees



- This schedule reflects the dates OTI will conduct new employee orientation for salaried and hourly employees.
- To create a smooth onboarding experience, start dates should be in conjunction with this schedule. If a start date is selected outside of this schedule, the OTI orientation will be conducted on the next scheduled date.
Ex: If an employee's start date is **1/4/2023**, OTI orientation will be scheduled for **1/9/2023**.
- Departments should arrange for a UT System badge and schedule OCIO's Meet & Greet prior to orientation.
- Within the first 3 days of employment, OTI will contact the new employee to complete the required employment eligibility verification (I-9).

Date	Salaried Hires*	Hourly Hires**
Monday, January 9, 2023	9:30 am	10:00 am
Tuesday, January 17, 2023	9:30 am	10:00 am
Monday, January 23, 2023	9:30 am	10:00 am
Wednesday, February 1, 2023	9:30 am	10:00 am
Monday, February 13, 2023	9:30 am	10:00 am
Monday, February 20, 2023	9:30 am	10:00 am
Wednesday, March 1, 2023	9:30 am	10:00 am
Monday, March 6, 2023	9:30 am	10:00 am
Monday, March 20, 2023	9:30 am	10:00 am
Monday, April 3, 2023	9:30 am	10:00 am
Monday, April 10, 2023	9:30 am	10:00 am
Monday, April 24, 2023	9:30 am	10:00 am
Monday, May 1, 2023	9:30 am	10:00 am
Monday, May 15, 2023	9:30 am	10:00 am
Monday, May 22, 2023	9:30 am	10:00 am
Thursday, June 1, 2023	9:30 am	10:00 am
Monday, June 12, 2023	9:30 am	10:00 am
Tuesday, June 20, 2023	9:30 am	10:00 am
Monday, July 3, 2023	9:30 am	10:00 am
Monday, July 10, 2023	9:30 am	10:00 am
Monday, July 24, 2023	9:30 am	10:00 am
Tuesday, August 1, 2023	9:30 am	10:00 am
Monday, August 7, 2023	9:30 am	10:00 am
Monday, August 21, 2023	9:30 am	10:00 am
Friday, September 1, 2023	9:30 am	10:00 am
Monday, September 11, 2023	9:30 am	10:00 am
Monday, September 18, 2023	9:30 am	10:00 am
Monday, October 2, 2023	9:30 am	10:00 am
Monday, October 16, 2023	9:30 am	10:00 am
Monday, October 23, 2023	9:30 am	10:00 am
Wednesday, November 1, 2023	9:30 am	10:00 am
Monday, November 6, 2023	9:30 am	10:00 am
Monday, November 20, 2023	9:30 am	10:00 am
Monday, December 4, 2023	9:30 am	10:00 am
Monday, December 11, 2023	9:30 am	10:00 am
Monday, December 18, 2023	9:30 am	10:00 am

* Salaried - Contact hrbp@utsystem.edu if there's a scheduling conflict for salaried employees.

** Hourly - Contact mgoullet@utsystem.edu if there's a scheduling conflict for student employees.