

NEW EMPLOYEE ORIENTATION AGENDA

Day One	Day Two
Wednesday	Thursday
HR DOCUMENT PROCESS 8:30AM - 8:55AM	HR DOCUMENT PROCESS 8:30AM - 8:55AM
INTRODUCTION 9:00AM - 9:05AM	COLONIAL LIFE FLEXIBLE SPENDING ACCOUNT 9:00AM - 9:20AM
OVERVIEW 9:10AM - 9:30AM	OVERVIEW 9:25AM - 9:35AM
HEALTH BENEFITS 9:40AM - 10:50AM	DIVERSITY AND CIVIL RIGHTS COMPLIANCE 9:40 AM - 10:30AM
PAYROLL/ESS/WELLS FARGO 10:55AM - 11:55AM	CLASS HIGHLIGHTS & CLOSURE 10:35AM - 12:00PM
RECAP 11:56AM - 11:59AM	SEXUAL HARRASSMENT TRAINING (ASSEMBLY HALL) 1:00PM-4:30PM
LUNCH 12NOON - 1:00PM	
MASS MUTUAL 401A RETIREMENT PLAN 1:05PM - 2:10PM	
TIAA CREF 2:15PM - 2:35PM	
BREAK 2:40PM - 2:50PM	
WORKERS' COMP 2:55PM - 3:20PM	
e-CAMPUS 3:25PM - 4:00PM	
CLASS REVIEW/DEPARTURE 4:05PM - 4:30PM	