**Orientation Scheduling Deadlines for BI-WEEKLY Employees**

**January 2016 - December 2016**

| ORIENTATION | | Send to UC Flex for Hire Completion (Success Factors Monday Deadline) | FIRST PAY DATE | BENEFITS ELIG. |
|---|---|---|---|---|
| DAY | DATE | | | |
| Monday | 01/04/2016 | 12/21/2015 | 01/26/2016 | 02/01/2016 |
| Monday | 01/11/2016 | 01/04/2016 | 01/26/2016 | 03/01/2016 |
| TUESDAY | 01/19/2016 | 01/11/2016 | 02/09/2016 | 03/01/2016 |
| Monday | 01/25/2016 | **01/15/2016 Friday** | 02/09/2016 | 03/01/2016 |
| Monday | 02/01/2016 | 01/25/2016 | 02/23/2016 | 03/01/2016 |
| Monday | 02/08/2016 | 02/01/2016 | 02/23/2016 | 04/01/2016 |
| Monday | 02/15/2016 | 02/08/2016 | 03/08/2016 | 04/01/2016 |
| Monday | 02/22/2016 | 02/15/2016 | 03/08/2016 | 04/01/2016 |
| Monday | 02/29/2016 | 02/22/2016 | 03/22/2016 | 04/01/2016 |
| Monday | 03/07/2016 | 02/29/2016 | 03/22/2016 | 05/01/2016 |
| Monday | 03/14/2016 | 03/07/2016 | 04/05/2016 | 05/01/2016 |
| Monday | 03/21/2016 | 03/14/2016 | 04/05/2016 | 05/01/2016 |
| Monday | 03/28/2016 | 03/21/2016 | 04/19/2016 | 05/01/2016 |
| Monday | 04/04/2016 | 03/28/2016 | 04/19/2016 | 06/01/2016 |
| Monday | 04/11/2016 | 04/04/2016 | 05/03/2016 | 06/01/2016 |
| Monday | 04/18/2016 | 04/11/2016 | 05/03/2016 | 06/01/2016 |
| Monday | 04/25/2016 | 04/18/2016 | 05/17/2016 | 06/01/2016 |
| Monday | 05/02/2016 | 04/25/2016 | 05/17/2016 | 06/01/2016 |
| Monday | 05/9/2016 | 05/02/2016 | 05/31/2016 | 07/01/2016 |
| Monday | 05/16/2016 | 05/09/2016 | 05/31/2016 | 07/01/2016 |
| Monday | 05/23/2016 | 05/16/2016 | 06/14/2016 | 07/01/2016 |
| TUESDAY | 05/31/2016 | 05/23/2016 | 06/14/2016 | 07/01/2016 |
| Monday | 06/06/2016 | **05/27/2016 Friday** | 06/28/2016 | 08/01/2016 |
| Monday | 06/13/2016 | 06/06/2016 | 06/28/2016 | 08/01/2016 |
| Monday | 06/20/2016 | 06/13/2016 | 07/12/2016 | 08/01/2016 |
| Monday | 06/27/2016 | 06/20/2016 | 07/12/2016 | 08/01/2016 |
| TUESDAY | 07/05/2016 | 06/27/2016 | 07/26/2016 | 09/01/2016 |
| Monday | 07/11/2016 | **07/01/2016 Friday** | 07/26/2016 | 09/01/2016 |
| Monday | 07/18/2016 | 07/11/2016 | 08/09/2016 | 09/01/2016 |
| Monday | 07/25/2016 | 07/18/2016 | 08/09/2016 | 09/01/2016 |
| Monday | 08/01/2016 | 07/25/2016 | 08/23/2016 | 09/01/2016 |
| Monday | 08/08/2016 | 08/01/2016 | 08/23/2016 | 10/01/2016 |
| Monday | 08/15/2016 | 08/08/2016 | 09/06/2016 | 10/01/2016 |
| Monday | 08/22/2016 | 08/15/2016 | 09/06/2016 | 10/01/2016 |
| Monday | 08/29/2016 | 08/22/2016 | 09/20/2016 | 10/01/2016 |
| TUESDAY | 09/06/2016 | 08/29/2016 | 09/20/2016 | 11/01/2016 |
| Monday | 09/12/2016 | **09/02/2016 Friday** | 10/04/2016 | 11/01/2016 |
| Monday | 09/19/2016 | 09/12/2016 | 10/04/2016 | 11/01/2016 |
| Monday | 09/26/2016 | 09/19/2016 | 10/18/2016 | 11/01/2016 |
| Monday | 10/03/2016 | 09/26/2016 | 10/18/2016 | 11/01/2016 |
| Monday | 10/10/2016 | 10/03/2016 | 11/01/2016 | 12/01/2016 |
| Monday | 10/17/2016 | 10/10/2016 | 11/01/2016 | 12/01/2016 |
| Monday | 10/24/2016 | 10/17/2016 | 11/15/2016 | 12/01/2016 |
| Monday | 10/31/2016 | 10/24/2016 | 11/15/2016 | 12/01/2016 |
| Monday | 11/07/2016 | 10/31/2016 | 11/29/2016 | 01/01/2017 |
| Monday | 11/14/2016 | 11/07/2016 | 11/29/2016 | 01/01/2017 |
| Monday | 11/21/2016 | 11/14/2016 | 12/13/2016 | 01/01/2017 |
| Monday | 11/28/2016 | **11/18/2016 Friday** | 12/13/2016 | 01/01/2017 |
| Monday | 12/05/2016 | 11/28/2016 | 12/27/2016 | 02/01/2017 |
| Monday | 12/12/2016 | 12/05/2016 | 12/27/2016 | 02/01/2017 |
| Monday | 12/19/2016 | 12/12/2016 | 01/10/2017 | 02/01/2017 |
| | | **NOTE: Holidays affect due dates.** | | |