



North Idaho College

Orientation for new benefit eligible employees will be held twice per month.

New employees will be required to attend the first NEO scheduled following their start date (if NEO falls on their start date, they will attend that day).

Failure to attend an orientation in the first month of employment will delay the first paycheck and benefits elections.

Orientation will include:

- Overview of benefits**
- Training/overview of IT procedures and general computer information**
- Time entry/Payroll**

Dates: NEO is offered the first Monday of each pay period.

Times: Each NEO Session begins at 9 a.m. and is typically over at 11:30 a.m.*

Place: NEO is held in the Fort Sherman Officers Quarters*

*** Exceptions to this will be communicated by HR.**