

HR Rep Onboarding Agenda			
Day 1	Time	Topic	Location
	8:30-12:30	New Employee Orientation	
	1:30-5:30		Employee's worksite
Day 2	Time	Topic	Location
	8:30-8:45 (15 Min)	Welcome and HR at UNC overview	AOB 1501D
	8:45-10:35 (1 hr, 50 min), give 5 min break	Classification & Comp	AOB 1501D
	10:35-12:35 (2 hr; includes 10 minute break)	Employment & Staffing	AOB 1501D
	12:35-1:35	Lunch (on your own)	
	1:35-5:30 (4 hr)	Systems Training CBTs	AOB 1501D
Day 3	Time	Topic	Location
	8:30-5:30 (includes lunch and breaks)	Systems Training	Manning
Day 4	8:30-5:30 (includes lunch and breaks)	Systems Training	Manning
Month	8:30-10	E&MR	AOB 1501D
	10:15-11:45	Benefits	AOB 1501D
	11:45-12:30	EOC	AOB 1501D
6 month	TBD	ConnectCarolina	