

2024

DPH ONBOARDING CALENDAR

2024	JANUARY						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
	★	2	3	4	5	6	
7	8	9	10	11	12	13	
14	★	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

2024	FEBRUARY						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	★	20	21	22	23	24	
25	26	27	28	29			

2024	MARCH						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24 ²⁴ / ₃₁	25	26	27	28	29	30	

2024	APRIL						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

2024	MAY						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	★	28	29	30	31		

2024	JUNE						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	★	20	21	22	
23 ²³ / ₃₀	24	25	26	27	28	29	

2024	JULY						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
	1	2	3	★	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

2024	AUGUST						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

2024	SEPTEMBER						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
1	★	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

2024	OCTOBER						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	★	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

2024	NOVEMBER						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
10	★	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	★	★	30	

2024	DECEMBER						2024
SUN	MON	TUE	WED	THU	FRI	SAT	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	★	26	27	28	
29	30	31					

 ORIENTATION

 LEGAL HOLIDAY

 ONBOARDING DEADLINE

	New Hire Orientation Week	Request Period	
		Starting	Due Date
January	1/8/2024	12/2/2023	12/30/2023
	1/22/2024	1/1/2024	1/12/2024
February	2/5/2024	1/15/2024	1/26/2024
	2/20/2024	1/29/2024	2/9/2024
March	3/4/2024	2/12/2024	2/23/2024
	3/18/2024	2/26/2024	3/8/2024
April	4/1/2024	3/11/2024	3/22/2024
	4/15/2024	3/25/2024	4/5/2024
	4/29/2024	4/8/2024	4/19/2024
May	5/13/2024	4/22/2024	5/3/2024
	5/28/2024	5/6/2024	5/17/2024
June	6/10/2024	5/20/2024	5/31/2024
	6/24/2024	6/3/2024	6/14/2024
July	7/8/2024	6/17/2024	6/28/2024
	7/22/2024	7/1/2024	7/12/2024
August	8/5/2024	7/15/2024	7/26/2024
	8/19/2024	7/29/2024	8/9/2024
September	9/3/2024	8/12/2024	8/23/2024
	9/16/2024	8/26/2024	9/6/2024
	9/30/2024	9/9/2024	9/20/2024
October	10/15/2024	9/23/2024	10/4/2024
	10/28/2024	10/7/2024	10/18/2024
November	11/12/2024	10/21/2024	11/1/2024
December	12/9/2024	11/4/2024	12/2/2024



EXAMPLE: 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Earliest Submission: Two weeks before the NEO date
Latest Submission: Six business days before the NEO date

If you are signing up for January 22, 2023, NEO, you must submit the Onboarding Request Form between January 1, 2023, and January 12, 2023.

Because Epic Training and NEO run on the same biweekly onboarding cycle, this applies to Epic Training as well.

 Request Period
 Orientation Begins