



Monthly Orientation for New Employees

Monthly Orientation for New Employees is held the second Tuesday of each month. New employees must attend the first monthly orientation session after their employment begins. Employees are allowed time during their lunch break to obtain their ID card and have their file photograph taken. The monthly orientation session agenda is provided below.

All sessions will be held in Efferson Hall Room 214* except as noted.

9:00 – 10:15	<i>Employment Forms & Benefits¹</i> <i>Human Resource Management (HRM)</i> <i>Katie Hay, HR Analyst</i> <i>Kathy Loyd, Benefits Manager</i> <i>Kristen Manes, HR Analyst</i>
10:15 – 11:00	<i>Overview of the AgCenter</i> <i>Organization Development and Evaluation</i> <i>Debra Davis, Professor</i>
11:00 – 11:30	<i>General Procedures, Human Resource Management (HRM)</i> <i>Sharon Salzer, Assistant Director</i>
11:30 – 11:45	<i>Portraits² - 128 Knapp Hall</i> <i>John Wozniak, Project Leader</i>
11:45 – 1:00	<i>Lunch (on your own) and obtain ID's³ - LSU Union</i>
1:00 – 1:45	<i>Policies & Procedures, Accounting Services</i> <i>Rick Frye, Assistant Director & Rebecca Richard, Manager</i>
1:45 – 2:30	<i>Computer Training, Information Technology</i> <i>Tanya Ruffin, IT Coordinator</i>
2:30 – 2:50	<i>Reception</i>
2:50 – 3:30	<i>Policies , Human Resource Management (HRM)</i> <i>Ann Coulon, Director</i>

***Please note: January orientation will be held in Room 201 of the Emerging Technologies Center located just behind Efferson Hall.**

¹New employees in Baton Rouge and nearby areas are encouraged to make an individual appointment with Katie Hay, Kathy Loyd, or Kristen Manes (225/578-8229) in the HRM Office for an explanation of the benefits program and assistance with completing employment forms. Employees who meet individually need not attend the first session, "HRM-Employment Forms and Benefits Enrollment" (9:00-10:15). ²Mr. John Wozniak will meet new employees at 128 Knapp Hall where portraits will be taken for use in press releases, the internet directory, and related purposes. Employees are required to have their portrait taken. ³Lunch is "on your own." There are plenty of choices in the LSU Union. During the lunch period, remember to reserve time to have your ID made in Room 221 of the LSU Union. You will need an authorization letter (provided at HRM session) and a picture ID. The attire recommended for orientation is business casual (We do recommend that employees wear comfortable walking shoes).

Should you need an ADA accommodation, please contact Kathy Loyd at (225) 578-8229 or via email at kloyd@agcenter.lsu.edu at least two weeks prior to the orientation date you plan to attend.



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ORIENTATION REGISTRATION

There are two options for registering: **1). Complete the form under Option 1 and fax or mail it to the address shown below; or 2). Email the information to the address listed under Option 2.**

Option 1: Complete the information requested below and fax or mail this form to:

Katie Hay, HR Analyst
Human Resource Management Office
PO Box 25203
Baton Rouge, LA 70894-5203
Fax #: (225) 578-8284

Name	LSU ID# - (To be completed by HRM)
Unit	Title
Date of Orientation You Will Attend:	Your Date of Hire:
<p>Please Check One: <input type="checkbox"/> I will attend all sessions of orientation beginning at 9:00am. <input type="checkbox"/> I will schedule a separate appointment for an explanation of the benefits and will begin monthly orientation at 10:15am. <i>All other sessions are mandatory.</i></p>	

Option 2: Send the above information by e-mail to the address below. It is not necessary to send this form however, be sure to include the following in the message: employee name, unit, job title, date of orientation that you will attend, hire date, and indicate whether you will be attending the Human Resource Management session or scheduling a individual appointment:

khay@agcenter.lsu.edu

Explanation: A Monthly Orientation for new employees is held the second Tuesday of each month. . New employees must attend the first monthly orientation session which occurs after their employment begins. The following are monthly orientation dates through the end of 2009.

January 13, 2009*
February 10, 2009
March 10, 2009
April 14, 2009

May 12, 2009
June 2009 - Cancelled
July 14, 2009
August 11, 2009

September 08, 2009
October 13, 2009
November 10, 2009
December 08, 2009

*All orientation sessions will be held in Efferson Hall Room 214; Except for January which will be held in Room 201 of the Emerging Technologies Center located just behind Efferson Hall.

If you need a special accommodation for your participation in the meeting, contact Kathy Loyd at (225) 578-8229, at least two weeks prior to the orientation date you plan to attend.