



**Office of Human Resources Management  
People Operations | Core HR**

The onboarding schedule for FY 2024 (July 2023 - June 2024) and the full schedule for FY 2024 (July 2023 - June 2024) is included below.

**Agency Completed Hire Action in NEOGOV Deadline:** All new hires (permanent and temporary) must be moved to *Hire* in NEOGOV and sent over to OHRM TA to authorize by 11:59PM as listed in the deadline dates below.

**Agency New Hire Enrollment Deadline:** All new hires (permanent and temporary) must be registered for onboarding by submitting a complete new hire package and registration information for each new hire via the Onboarding Registration Form as outlined on the Checklist for Submission of Competitive and Non-Competitive Actions five (5) working days before session. New Hires submitted after the deadline will not be accepted or processed and will not be able to begin working with the County until the next onboarding date.

**Onboarding Orientation Session Participation:** Each orientation session takes place on Monday unless otherwise indicated in the schedule. All sessions take place in person from 9:00 a.m. – 12:00 p.m. at RMS, 1400 McCormick Drive, Largo, MD 20774. Agencies are required to email [OHRMOnboarding@co.pg.md.us](mailto:OHRMOnboarding@co.pg.md.us) to register any new hires for orientation five (5) business days before a scheduled NEOP session. OHRM will not accept the late submission of new hire information. As a result, the employee will be required to attend orientation and/or begin work on the next available start date.

**Required Paperwork:** Employees are responsible for completing any required onboarding paperwork in their NEOGOV Onboard portal within two (2) days after orientation. The only exception to this is the completion of the I-9 Employment Eligibility Form, which must be completed and submitted with required documentation on the day of hire in the employee's NEOGOV Onboard account.

**Holiday Schedule Changes:** Orientations that take place on a Tuesday because of a County holiday are indicated in **red** in the chart below. Enrollment Deadlines that are scheduled for the Friday because Monday is a County holiday are indicated in **blue** in the chart below.

Onboarding Date	AGENCY Completed Hire Action in NEOGOV Deadline	AGENCY New Hire ENROLLMENT Deadline <i>Five (5) working days before session</i>	New Hire Onboarding Paperwork Deadline <i>Due two (2) working days after session in NEOGOV</i>
Monday, July 3, 2023		Monday, June 26, 2023	Wednesday, July 5, 2023
Monday, July 17, 2023	Thursday, July 6, 2023	Monday, July 10, 2023	Wednesday, July 19, 2023
Monday, July 31, 2023	Thursday, July 20, 2023	Monday, July 24, 2023	Wednesday, August 2, 2023
Monday, August 14, 2023	Thursday, August 3, 2023	Monday, August 7, 2023	Wednesday, August 16, 2023
Monday, August 28, 2023	Thursday, August 17, 2023	Monday, August 21, 2023	Wednesday, August 30, 2023
Monday, September 11, 2023	Wednesday, August 30, 2023	Friday, September 1, 2023	Wednesday, September 13, 2023
Monday, September 25, 2023	Thursday, September 14, 2023	Monday, September 18, 2023	Wednesday, September 27, 2023
Tuesday, October 10, 2023	Friday, September 29, 2023	Tuesday, October 3, 2023	Thursday, October 12, 2023
Monday, October 23, 2023	Thursday, October 12, 2023	Monday, October 16, 2023	Wednesday, October 25, 2023
Monday, November 6, 2023	Thursday, October 26, 2023	Monday, October 30, 2023	Wednesday, November 8, 2023
Monday, November 20, 2023	Thursday, November 9, 2023	Monday, November 13, 2023	Wednesday, November 22, 2023

<b>Monday, December 4, 2023</b>	Wednesday, November 22, 2023	Monday, November 27, 2023	Wednesday, December 6, 2023
<b>Monday, December 18, 2023</b>	Thursday, December 7, 2023	Monday, December 11, 2023	Wednesday, December 20, 2023
<b>Tuesday, January 2, 2024</b>	Thursday, December 21, 2023	Tuesday, December 26, 2023	Thursday, January 4, 2024
<b>Tuesday, January 16, 2024</b>	Thursday, January 4, 2024	Tuesday, January 9, 2024	Thursday, January 18, 2024
<b>Monday, January 29, 2024</b>	Thursday, January 18, 2024	Monday, January 22, 2024	Wednesday, January 31, 2024
<b>Monday, February 12, 2024</b>	Thursday, February 1, 2024	Monday, February 5, 2024	Wednesday, February 14, 2024
<b>Monday, February 26, 2024</b>	Tuesday, February 13, 2024	<b>Friday, February 16, 2024</b>	Wednesday, February 28, 2024
<b>Monday, March 11, 2024</b>	Thursday, February 29, 2024	Monday, March 4, 2024	Wednesday, March 13, 2024
<b>Monday, March 25, 2024</b>	Thursday, March 14, 2024	Monday, March 18, 2024	Wednesday, March 27, 2024
<b>Monday, April 8, 2024</b>	Thursday, March 28, 2024	Monday, April 1, 2024	Wednesday, April 10, 2024
<b>Monday, April 22, 2024</b>	Thursday, April 11, 2024	Monday, April 15, 2024	Wednesday, April 24, 2024
<b>Monday, May 6, 2024</b>	Thursday, April 25, 2024	Monday, April 29, 2024	Wednesday, May 8, 2024
<b>Monday, May 20, 2024</b>	Thursday, May 9, 2024	Monday, May 13, 2024	Wednesday, May 22, 2024
<b>Monday, June 3, 2024</b>	<b>Tuesday, May 21, 2024</b>	<b>Friday, May 24, 2024</b>	Wednesday, June 5, 2024
<b>Monday, June 17, 2024</b>	Thursday, June 6, 2024	Monday, June 10, 2024	Thursday, June 20, 2024

Please contact the Core HR Division at [CoreHR@co.pg.md.us](mailto:CoreHR@co.pg.md.us) if you have any questions or require assistance.

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**Office of Human Resources Management**

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