New Employee Orientation Dates to Remember

**New Employee Orientation Website:**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Complete Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/25/2018</td>
<td></td>
<td>Attend New Employee Orientation Presentation (includes Benefits information)</td>
</tr>
<tr>
<td>6/29/2018</td>
<td></td>
<td>Federal Transfers ONLY - Need last Leave and Earnings Statement faxed upon receipt*</td>
</tr>
<tr>
<td>7/6/2018</td>
<td></td>
<td>Use ITAS to verify your time card</td>
</tr>
<tr>
<td>7/7/2018</td>
<td></td>
<td>Health benefits election form (SF-2809) must be submitted by this date to have the earliest available coverage. The coverage effective date will be the beginning of the next period**</td>
</tr>
<tr>
<td>7/13/2018</td>
<td></td>
<td>1st pay day - review your Leave and Earnings Statement (LES) (your pay slip)</td>
</tr>
<tr>
<td>7/26/2018</td>
<td></td>
<td>Performance plan developed</td>
</tr>
<tr>
<td>8/24/2018</td>
<td></td>
<td>Health benefits election form (SF-2809) final date for submission. The coverage effective date will be the beginning of the next pay period after you submit your election form**</td>
</tr>
<tr>
<td>OPEN</td>
<td></td>
<td>Life insurance election form (SF-2817) final date for submission**</td>
</tr>
<tr>
<td>4-6 Weeks</td>
<td></td>
<td>TSP election form (TSP-1)**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>myPay PIN Received</td>
</tr>
</tbody>
</table>

* Submit to the Benefits and Payroll Liaison Branch (BPLB) representatives at the end of the Benefits presentation, or submit to: Bldg. 31/Rm. B3C23, Fax 301-496-1209 or 301-402-5506.

**Submit completed forms in Onboarding Manager.