

## **Important Hiring Information for FY11 New Instructional Employees**

As a new instructional employee, the date you receive your first pay check is determined by:

1. **When** you attend New Employee Orientation (NEO), and
2. **When** you complete your Employment Packet

<b><u>NEO Attendance Date</u></b>	<b><u>Employee Start Date</u></b>	<b><u>1<sup>st</sup> Pay Check</u></b>	<b><u>Benefits Effective Date</u></b>
August 5, 2010 or earlier	August 11, 2010	August 20, 2010	September 1, 2010

**Example:**

Mary Teacher attends NEO on August 5, 2010 and has a complete Employment Packet with an effective start date of August 11, 2010. She will receive her first pay check on August 20, 2010.

<b><u>NEO Attendance Date</u></b>	<b><u>Employee Start Date</u></b>	<b><u>1<sup>st</sup> Pay Check</u></b>	<b><u>Benefits Effective Date</u></b>
August 6-19, 2010	August 12-27, 2010	September 3, 2010	October 1, 2010

**Example:** John Teacher attends NEO on August 17, 2010 and has a complete Employment Packet with an effective start date of August 19, 2010. He will receive his first pay check on September 3, 2010.

***Employment Packet must be fully complete at the time of the NEO attendance for the above schedule to be met.***

**All general HR inquiries should be directed to the  
*HR CUSTOMER CONTACT CENTER***

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