

100.2 Orientations**100.2.a CSU New Employee Orientation**

CSU Human Resource Services conducts an orientation meeting for new state classified employees during the first month of employment. This meeting includes information on income tax withholding, employee benefits, check deposit, and provides instructions about how to sign up for these programs. Attendance is required before the employee is placed on the CSU payroll.

Human Resource Services also conducts an informative session on the history of the university.

100.2.b Facilities Management Employee Orientation

Facilities Management conducts a new employee orientation program. Attendance is required for all new state classified Facilities Management employees. Employees will be notified in advance of the scheduled sessions.