

New Employee Orientation



8:30 a.m. to 3:30 p.m. ET (Central Office)

Indiana State Personnel Department (INSPD) – Division of Learning & Development

Orientation begins promptly at 8:30 a.m. **Please check in upon arrival.**

<u>Time</u>		<u>Item</u>
8:30 a.m.	9:00 a.m.	Welcome; INGC Emergency Procedures, New Employee Paperwork
9:00 a.m.	9:50 a.m.	Benefits
9:50 a.m.	10:15 a.m.	Wellness Program
10:15 a.m.	10:50 a.m.	Employee ID Badge Appointment – Mid Morning Break
10:50 a.m.	11:15 a.m.	INPRS (Indiana Public Retirement System plan)
11:15 a.m.	11:45 a.m.	Hoosier START (your other retirement plan)
12:00 p.m.	1:00 p.m.	Lunch
1:00 p.m.	1:30 p.m.	Indiana529
1:30 p.m.	1:55 p.m.	Cyber Security – IOT
1:55 p.m.	2:15 p.m.	Break
2:15 p.m.	3:15 p.m.	Workplace Harassment Prevention Training Standardized Policies
3:15 p.m.	3:30 p.m.	Training Reminder/Q&A/Closing