**Bold New Journey Orientation Dates**

**Key**

**Bold New Journey Orientation – Employee start date**  
Typically occurs every Monday, except when the date falls on a holiday or during the payroll processing period.

**Bold New Journey Orientation – Grant-Funded Positions Only**  
Orientation for grant-funded positions must occur on the 1st of the month. If the 1st falls on a Monday, the session will include both grant and non-grant funded employees.

**Last day to complete eForm**  
eForms must be fully approved by noon on the Wednesday prior to orientation or the employee’s start will be moved to the next orientation date.

**Payroll processing period**  
No orientation sessions are scheduled during this time.

**UTSA Holiday**  
Special orientation sessions for employees who work outside of the normal business hours can be accommodated upon request. Requests should be submitted to hrbp@utsa.edu at least two weeks in advance.