2024

DPH ONBOARDING CALENDAR

JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	★	2	3	4	5	6
7	8	9	10	11	12	13
14	★	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	★	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	★	28	29	30	31	

JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	★	20	21	22
23/30	24	25	26	27	28	29

JULY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	★	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	★	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	★	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	★	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	★	★	30

DECEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	★	26	27	28
29	30	31				

Legend:
- 🟩 ORIENTATION
- ★ LEGAL HOLIDAY
- 🟦 ONBOARDING DEADLINE

Important:

- DPH Onboarding occurs bi-weekly.
- Onboarding Requests Forms are due six (6) business days before the hire's start work date.
- Submit an Onboarding Request Form to request Active Directory Accounts, Email Account and Epic Training & Access.
- Epic Training & Access will align with hires start work date & training schedule availability.
- ***Onboarding requests submitted without a DSW/POI# will not be processed.***
- An onboarding request should be submitted for all employees, students, and volunteers (DPH, UCSF and Registry) as defined below:

DPH Hires:	UCSF Hires:	Other Groups:
•Promotion	•Faculty	•Registry Hires
•Dual Appointment	•Staff	•Contract Staff
•Lateral Move	•Fellows	•Students (DPH and UCSF)
•Return from Leave	•Residents	•Volunteers (DPH and UCSF)
•Appointment Change		
•New Hires		
•Rehire		
•Transfer		
•Reassignment		

New Employee Orientation (NEO):

- All new employees are required to complete NEO.
- Employees separated from the organization for more than 12 months due to any type of leave of absences are required to attend NEO.
- Employees completing a promotion or lateral move at the same site are not required to complete NEO.
- Employees completing a promotion or lateral move at a different site are required to complete NEO.
- Students are required to complete NEO requirements as outlined in the Student Placement process.
- Volunteers are required to complete NEO requirements as outlined in the Volunteer process.

Questions: dph.onboarding@sfdph.org

	New Hire Orientation Week	Request Period	
		Starting	Due Date
January	1/8/2024	12/2/2023	12/30/2023
	1/22/2024	1/1/2024	1/12/2024
February	2/5/2024	1/15/2024	1/26/2024
	2/20/2024	1/29/2024	2/9/2024
March	3/4/2024	2/12/2024	2/23/2024
	3/18/2024	2/26/2024	3/8/2024
April	4/1/2024	3/11/2024	3/22/2024
	4/15/2024	3/25/2024	4/5/2024
	4/29/2024	4/8/2024	4/19/2024
May	5/13/2024	4/22/2024	5/3/2024
	5/28/2024	5/6/2024	5/17/2024
June	6/10/2024	5/20/2024	5/31/2024
	6/24/2024	6/3/2024	6/14/2024
July	7/8/2024	6/17/2024	6/28/2024
	7/22/2024	7/1/2024	7/12/2024
August	8/5/2024	7/15/2024	7/26/2024
	8/19/2024	7/29/2024	8/9/2024
September	9/3/2024	8/12/2024	8/23/2024
	9/16/2024	8/26/2024	9/6/2024
	9/30/2024	9/9/2024	9/20/2024
October	10/15/2024	9/23/2024	10/4/2024
	10/28/2024	10/7/2024	10/18/2024
November	11/12/2024	10/21/2024	11/1/2024
December	12/9/2024	11/4/2024	12/2/2024

EXAMPLE: 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

🟨 Request Period
🟩 Orientation Begins

Earliest Submission: Two weeks before the NEO date
Latest Submission: Six business days before the NEO date

If you are signing up for January 22, 2023, NEO, you must submit the Onboarding Request Form between January 1, 2023, and January 12, 2023.

Because Epic Training and NEO run on the same biweekly onboarding cycle, this applies to Epic Training as well.