

From: [Time-labor](#) on behalf of [Time-Labor Group](#)
To: [Time-Labor Group](#)
Subject: [Time-labor] New Hire Orientation : Timekeeper Information
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Attachments: [ATT00001.txt](#)

Hello Timekeepers!

We have gotten quite a few questions recently about reporting time for employees attending the New Hire Orientation.

We thought it might be good to send this out again for everyone as a reminder, or new information for new timekeepers!

In September of 2022, the district began a partnership with our collective bargaining units to host monthly **New Hire Orientation (NHO)** meetings for newly hired salaried SDUSD employees. The meetings are mandatory for all employees beginning a monthly assignment. The New Hire Orientation is being offered once each month in the SDUSD Education Center auditorium.

Please click on the link below for more information regarding this orientation. [New Hire Orientation Information Page](#)

Employees are eligible for up to two (2) hours of payment for participating in the event. Please reference the information provided below regarding the time reporting for these hours.

Who is eligible for the additional hourly pay for attending the New Hire Orientation?

All newly salaried employees hired as of **July 1, 2022 and forward** who attend and participate outside of their scheduled workday are eligible for payment for up to two (2) hours for the additional hours worked beyond their scheduled workday.

Please verify that an employee has submitted **at most 2 hours of time** for participating in the orientation. The Human Resources and Bargaining Unit presentations and other event participant tables are set up and taken down within a span of 2 hours.

Process for reporting New Hire Orientation hours on the timesheet

Each employee is required to submit an hourly timecard to receive pay (up to 2 hours) for the time spent at the New Hire Orientation. A new timecard has been created for this purpose. You can find the new timecard on the Payroll/Forms webpage or by using the link here: [NHO Time Card](#)

Certificated Employees:

Please use the new TRC code to report this time:

- **OCNH:** Orientation CERT New Hire

Classified Employees

There are three different Time Reporting Codes to report time for a classified employee depending on job classification and rules therein:

- **OLNH:** L – Orientation CLASS New Hire (Reported in the same capacity as Extra time)
- **OLNHO:** L – Orientn CLASS New Hire OT (Reported in the same capacity as Overtime)
- **OLNHS:** L – Orientn CLASS New Hire OTS (Reported in the same capacity as Straight Time Overtime)

How to verify attendance for attending the New Hire Orientation

Employees should sign up for the orientation through [Professional Learning](#). Human Resources will verify that each employee on the sign-up list attended and physically signed in at the event. A participation list will be available to timekeepers to confirm attendance within a week of the orientation event.

You can access the list using the link below. [New Hire Orientation Attendance List](#)

Budget strings to use for NHO reporting

The time for the New Hire Orientation will need to be charged to resource **00004**. Please use the budget string attached to the employee's position, and change the resource to 00004. If you have any questions about the correct budget string to use, or if you need the budget string to be opened, please reach out to your assigned Finance Analyst.

If you need additional help

Please reach out to your payroll specialist if you have any additional questions regarding reporting time.

Thank you for all you do!