



New Employee Orientation

Orientation for New Employees is held every month. New employees must attend the first orientation session after their employment begins. The orientation session agenda is provided below.

All sessions will be held remotely via Teams. If you have not received an invitation to the Teams event at least one day prior to your scheduled date, email Olivia Phelps.

8:30 AM	Welcome
8:35 AM	Overview of the AgCenter Lisa Arcemont, Instructor
9:15 AM	Computer Training Information Technology Davis Dautreuil, Assistant Director Andrew Garcia, IT Manager Greg O'Dell, IT Security
10:25 AM	Policies and Procedures, Human Resource Management (HRM) Jessica Winders, Manager, HRM
11:15 AM	Policies and Procedures, Accounting Services Jennifer Girod, Manager Jan Bernath, Director Karen Leblanc, Manager
12:00-12:45	Lunch (on your own)
1:00 PM	Roxanne Berthelot, Campus Federal Credit Union Employee Benefits, Human Resource Management Karen Bean, HR Staff Specialist

All new employees are encouraged to attend a Benefits Info Session with Ryan Barnette or Karen Bean from the HRM office for an explanation of the benefits program and assistance with completing onboarding in Workday. These sessions are held via Teams or phone. Limited in person appointments may be made in advance. These sessions are usually held on Wednesday mornings and may take up to two hours.

Should you need an ADA accommodation, please contact Brandi Frey at bffrey@agcenter.lsu.edu or hrmhelp@agcenter.lsu.edu at least two weeks prior to the orientation date you plan to attend.
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