



Communications

**CLOIS NEW HIRE ORIENTATION SCHEDULE**

**LOCATION: ASRC Federal Office: 150 Cocoa Isle Blvd, Suite 401, Cocoa Beach, FL 32931**

**To schedule your orientation**, please call or email Jacqi Jones at 843-670-5624 or [jacjones@asrcfederal.com](mailto:jacjones@asrcfederal.com) with your first and second session time.

**There is a max of 20 employees per session.**

	DATE	SESSION START TIME	SESSION END TIME	SESSION FOR:
MONDAY	9/10/2018	4:30 p.m.	6:00 p.m.	EXEMPT Employees Only
TUESDAY	9/11/2018	11:30 a.m.	1:00 p.m.	EXEMPT Employees Only
		2:00 p.m.	3:30 p.m.	EXEMPT Employees Only
		5:00 p.m.	6:30 p.m.	EXEMPT Employees Only
WEDNESDAY	9/12/2018	11:30 a.m.	1:00 p.m.	EXEMPT Employees Only
		2:00 p.m.	3:30 p.m.	EXEMPT Employees Only
		5:00 p.m.	6:30 p.m.	EXEMPT Employees Only
MONDAY	9/17/2018	4:30 p.m.	6:00 p.m.	SCA (Hourly) Employees Only
		6:15 p.m.	7:30 p.m.	UNION-IAM Employees Only
TUESDAY	9/18/2018	4:00 p.m.	5:30 p.m.	UNION-TWU Comm, MCC
		6:00 p.m.	7:30 p.m.	UNION-TWU Utilities
WEDNESDAY	9/19/2018	4:00 p.m.	5:30 p.m.	UNION-TWU HVAC, Locksmith
		6:00 p.m.	7:30 p.m.	UNION-Makeup

**ASRC Federal HUMAN RESOURCES will be available at the following times and locations for accepting I-9 Identification documents, answering questions or for any employees who need assistance accepting the offer online and completing the New Hire online I-9, direct deposit and tax forms:**

LOCATION:		ASRC Office 150 Cocoa Isle Blvd, Cocoa Beach	Cape EDC & Work Management Area R&D office 120B
TUESDAY	9/4/2018	8:30 a.m.-5:30 p.m.	
WEDNESDAY	9/5/2018	8:30 a.m.-12:00 p.m.	1:00 p.m.-5:30 p.m.
THURSDAY	9/6/2018	8:30 a.m.-12:00 p.m.	1:00 p.m.-5:30 p.m.
FRIDAY	9/7/2018		8:00 a.m.-11:00 a.m.
TUESDAY	9/11/2018	8:30 a.m.-11:00 a.m.	
WEDNESDAY	9/12/2018	8:30 a.m.-11:00 a.m.	
THURSDAY	9/13/2018	8:30 a.m.-11:00 a.m.	1:00 p.m.-5:30 p.m.
TUESDAY	9/18/2018	1:30 p.m.-4:00 p.m.	8:30 a.m.-12:00 p.m.
WEDNESDAY	9/19/2018	1:30 p.m.-4:00 p.m.	8:30 a.m.-12:00 p.m.
THURSDAY	9/20/2018		8:30 a.m.-12:00 p.m.