



**ORANGEBURG COUNTY**  
WORKING HARD FOR YOU

**COUNTY ADMINISTRATOR**  
Harold Young

**COUNCIL MEMBERS**  
Johnnie Wright Sr., CHM  
Janie Cooper-Smith, VICE CHM  
Deloris Frazier  
Joseph Garvin  
Kenneth M. McCaster  
Willie B. Owens  
Johnny Ravenell

Human Resources Department  
803-533-6152

**2022 New Employee Orientation/Personnel Action Schedules-Change of Statuses**

<b>PA Form Effective Date of Change Employment Start/ New Employee Orientation Date</b>	<b>DEADLINE TO SUBMIT PERSONNEL ACTION FORM TO THE OFFICE OF HUMAN RESOURCES</b>
Monday, January 3, 2022	Monday, December 13, 2021 by 12:00 noon
Monday, January 31, 2022	Tuesday, January 18, 2022 by 12:00 noon
Monday, February 14, 2022	Monday, January 31, 2022 by 12:00 noon
Monday, February 28, 2022	Monday, February 14, 2022 by 12:00 noon
Monday, March 14, 2022	Monday, February 28, 2022 by 12:00 noon
Monday, March 28, 2022	Monday, March 14, 2022 by 12:00 noon
Monday, April 11, 2022	Monday, March 28, 2022 by 12:00 noon
Monday, April 25, 2022	Monday, April 11, 2022 by 12:00 noon
Monday, May 9, 2022	Monday, April 25, 2022 by 12:00 noon
Monday, May 23, 2022	Monday, May 9, 2022 by 12:00 noon
Monday, June 6, 2022	Monday, May 23, 2022 by 12:00 noon
Monday, June 20, 2022	Monday, June 6, 2022 by 12:00 noon
Monday, July 18, 2022	Monday, June 20, 2022 by 12:00 noon
Monday, August 1, 2022	Monday, July 18, 2022 by 12:00 noon
Monday, August 15, 2022	Monday, August 1, 2022 by 12:00 noon
Monday, August 29, 2022	Monday, August 15, 2022 by 12:00 noon
Monday, September 12, 2022	Monday, August 29, 2022 by 12:00 noon
Monday, September 26, 2022	Monday, September 12, 2022 by 12:00 noon
Monday, October 10, 2022	Monday, September 26, 2022 by 12:00 noon
Monday, October 24, 2022	Monday, October 10, 2022 by 12:00 noon
Monday, November 7, 2022	Monday, October 24, 2022 by 12:00 noon
Monday, December 5, 2022	Monday, November 21, 2022 by 12:00 noon
Monday, December 19, 2022	Monday, December 5, 2022 by 12:00 noon

Please be careful to have your Personnel Action Forms completed in its entirety and submitted to the Office of Human Resources prior to the deadline for the effective date of the change you are requesting.

*\*Please be advised that we will only have one (1) New Employee Orientation in the month of July and November\**