



ORANGEBURG COUNTY
WORKING HARD FOR YOU

COUNTY ADMINISTRATOR
Harold Young

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Johnny Ravenell, Vice Chairman
Janie Cooper-Smith
Deloris Frazier
Joseph Garvin
Kenneth McCaster
Latisha Walker

Human Resources Department
803-533-6152

2023 New Employee Hiring/ Change of Statuses - Personnel Action Schedule

<u>PA Form Effective Date of Change/Employment Status for Current Employees</u>	<u>PA Form Effective Date of New Employee Orientation</u>	<u>DEADLINE TO SUBMIT PERSONNEL ACTION FORMS TO THE OFFICE OF HUMAN RESOURCES</u>
Sunday, January 1, 2023	Tuesday, January 3, 2023	Monday, December 19, 2022 by 12:00 noon
Sunday, January 15, 2023	Tuesday, January 17, 2023	Tuesday, January 3, 2023 by 12:00 noon
Sunday, January 29, 2023	Monday, January 30, 2023	Tuesday, January 17, 2023 by 12:00 noon
Sunday, February 12, 2023	Monday, February 13, 2023	Monday, January 30, 2023 by 12:00 noon
Sunday, February 26, 2023	Monday, February 27, 2023	Monday, February 6, 2023 by 12:00 noon
Sunday, March 12, 2023	Monday, March 13, 2023	Monday, February 20, 2023 by 12:00 noon
Sunday, March 26, 2023	Monday, March 27, 2023	Monday, March 6, 2023 by 12:00 noon
Sunday, April 9, 2023	Monday, April 10, 2023	Monday, March 20, 2023 by 12:00 noon
Sunday, April 23, 2023	Monday, April 24, 2023	Monday, April 3, 2023 by 12:00 noon
Sunday, May 7, 2023	Monday, May 8, 2023	Monday, April 17, 2023 by 12:00 noon
Sunday, May 21, 2023	Monday, May 22, 2023	Monday, May 1, 2023 by 12:00 noon
Sunday, June 4, 2023	Monday, June 5, 2023	Monday, May 15, 2023 by 12:00 noon
Sunday, June 18, 2023	Monday, June 19, 2023	Tuesday, May 30, 2023 by 12:00 noon
Sunday, July 16, 2023	Monday, July 17, 2023	Monday, June 26, 2023 by 12:00 noon
Sunday, July 30, 2023	Monday, July 31, 2023	Monday, July 10, 2023 by 12:00 noon
Sunday, August 13, 2023	Monday, August 14, 2023	Monday, July 24, 2023 by 12:00 noon
Sunday, August 27, 2023	Monday, August 28, 2023	Monday, August 7, 2023 by 12:00 noon
Sunday, September 10, 2023	Monday, September 11, 2023	Monday, August 21, 2023 by 12:00 noon
Sunday, September 24, 2023	Monday, September 25, 2023	Tuesday, September 5, 2023 by 12:00 noon
Sunday, October 8, 2023	Monday, October 9, 2023	Monday, September 18, 2023 by 12:00 noon
Sunday, October 22, 2023	Monday, October 23, 2023	Monday, October 2, 2023 by 12:00 noon
Sunday, November 5, 2023	Monday, November 6, 2023	Monday, October 16, 2023 by 12:00 noon
Sunday, December 3, 2023	Monday, December 4, 2023	Monday, November 13, 2023 by 12:00 noon
Sunday, December 17, 2023	Monday, December 18, 2023	Monday, November 27, 2023 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 November