Welcome to UTDallas
New Research Assistants (RAs), Teaching Assistants (TAs), and Graduate Assistants (GAs)

We are excited you will be joining the UTDallas community this Fall!

As a new UTDallas employee, you will be required to attend one (1) of the *Employment Express* sessions offered by the Office of Human Resources (HR) to complete your new employee onboarding prior to the start of the Fall semester.

All new RAs, TAs, and GAs may complete Employment Express anytime during the following days. No appointment necessary.

During **Employment Express**, you will meet with HR to:

- Submit your new **employment paperwork**
- Verify your **identity** & **work authorization** by completion of your Form I-9
- Ensure your University-required *Hire Right* **background check** is complete

NEW THIS YEAR *International RAs/TAs/GAs* may complete *Employment Express* immediately following the 2nd day of your *New International Student Orientation (ISO)* with the International Center and will be provided with these additional resources:

- Opportunity to consult with the **International** Tax Office
- Collect documentation & instructions for obtaining a new **social security number** (SSN).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		July 31st 1:00pm to 4:00pm SSB 3.107		
		August 7th 1:00pm to 4:00pm SSB 3.107		
		August 14th 1:00pm to 4:00pm SSB 3.107	**August 15th** 11:00am to 5:00pm SSB 3.107	**August 16th** 8:30am to 11:30am SSB 3.107

Those unable to attend Employment Express immediately following the 2nd day of your International Center's New International Student Orientation (ISO) may attend any of the Employment Express dates listed above.

For more information on ISO, visit https://www.utdallas.edu/icp/international-student-orientation/.

What to Bring to Employment Express?

⇒ Completed New RA/TA/GA Employment Paperwork

⇒ Original Documents for completing your Form I-9

More Details available @ https://www.utdallas.edu/hr/employment/new/rata/

Questions? E-mail UTDallas HR @ employmentservices@utdallas.edu