



*We understand that the first days, weeks, and months of employment are filled with excitement, a wealth of information, and many questions. We are here to provide you with the help and support needed for success in your new role.*

### **Schedule and Helpful Information**

- Expect a call from your supervisor/department head:
  - Confirm start date, time, place, parking, dress code, etc.
  - Identify computer needs and software application requirements.
- Complete background check and drug screening.
- Complete the online Health History Questionnaire, *if necessary*.
- Review your benefits options (<http://www.utsystem.edu/offices/employee-benefits>)
- Learn about different commuting options. (<https://www.uth.edu/auxiliary-enterprises/index.htm>)
- Complete Section 1 of the I-9 employment verification by going to <http://www.newi9.com> and following the instructions for new employees. Our employer code is employer code **13948**
- Schedule your pre-employment meeting with Human Resources (For convenience, you can
- Collect the hire documentation you may need for your first day.
  - Proof of eligibility to work in the United States
  - License plates numbers (if applying for parking)
  - Emergency contact information
  - Personal information for benefits enrollment

For assistance, contact the Human Resources department by phone 713-500-3130 or email [hr@uth.tmc.edu](mailto:hr@uth.tmc.edu).