

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 Spring 2020!

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 Spring semester.

****NEW THIS YEAR**** *New nternational RAs/TAs/GAs* may complete *Employment Express* immediately following *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
- HR will collect I-9 documentation
- You will receive instructions for obtaining a **social security number (SSN)**.

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		December 11, 2019 2:00pm to 4:00pm SSB 3.107	December 12, 2019 11:30 am to 1:30pm SSB 3.107	
	January 7, 2020 9:00am to 12:00pm SSB 3.107	January 8, 2020 1:00pm to 4:00pm SSB 3.107		January 10, 2020 2:00pm to 4:30pm HH2.402

Those unable to attend Employment Express immediately following 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?

⇒ 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