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.