

# 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 Summer 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 Summer semester.

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

***New international RAs/TAs/GAs*** may complete *Employment Express* immediately following *New International Student Orientation (ISO)* 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).

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<b>May 8, 2020</b> 1:30 pm to 3:30pm AD 3.108G
		<b>May 13, 2020</b> 1:30pm to 3:30pm <a href="#">SSA 12.471</a>		
		<b>May 20, 2020</b> 1:30pm to 3:30pm <a href="#">SSB 3.107</a>	<b>May 21, 2020</b> 1:30am to 3:30pm AD 3.108G	

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](mailto:employmentservices@utdallas.edu)