Date: August 10, 2015

To: New Employee Employees and Returning Employees Records/Benefits Sessions
With a Start Date of September 1, 2015

From: Eunice Currie
Assistant Vice President for Human Resources Management and Development

Subject: Employee Records/Benefits Enrollment Sessions

Welcome to the University of Texas at Arlington. Before you begin your employment with the University, you will need to attend a New Employee Records/Benefits Session. Enclosed is a schedule of sessions to be held for new employees with a start date of September 1, 2015 or later. If you are a new tenured or tenured track faculty member and you are unable to attend the Faculty Orientation session sponsored by the Office of the Provost on August 20, 2015 or August 25, you should plan to attend one of these scheduled events. You will need to complete the attached New Employee Records/Benefits Session Form and return it to the Office of Human Resources prior to attending one of the enrollment sessions. All sessions will be held in the 2nd Floor Human Resources Conference Room, Room 200, located in the Wetsel Central Service Center at 1225 West Mitchell. Enclosed is a campus map to assist you in locating the sessions.

An I-9 Form, Employment Eligibility Verification, per federal law must be completed before employment begins. Therefore, all new or returning employees should complete “Section 1” of the Employment Eligibility Verification Form (I-9) and provide the acceptable documents to Human Resources prior to attending an enrollment session. Employees may do this by reporting to the Office of Human Resources Monday through Friday, 8:00 AM – 11:30 AM. Attached is an I-9 form, which lists the acceptable documents that can be used as a proof of identity and employment authorization. Hospital birth records and laminated Social Security cards are not acceptable. Only original documents are allowed to be used. Birth records must be issued by a state, county, or municipal authority and must bear an official seal. Without proof of identity and employment authorization, paychecks cannot be prepared in a timely manner.

Acceptable Documents – Bring to Session

1) US Citizens
   • Unexpired Picture ID AND Social Security Card or US Birth Certificate
   • US Passport book or US Passport Card

2) Permanent Residents
   • Unexpired Picture ID AND Clear Social Security Card
   • Unexpired Permanent Resident Card
   • US Passport book or US Passport Card

3) Non-Residents Aliens (International Employees must bring all of the following)
   • Unexpired Foreign Passport AND Visa
   • I-94 "Arrival/Departure" card
   • Status Document – I-20 (if you enter on a F-1 Visa), DS-2019 (if you enter on a J-1 Visa or other immigration document)
     i) I-20 or DS-2019 (issued by your previous school if you are a transfer student)

If you have further questions, please contact the Office of Human Resources, Employee Records Services at (817) 272-5554 or by email at hrrecords@uta.edu.