

New hire process overview, 2021



Step 1 - Email offer letter to Student.Employment@unt.edu

Within **24 hours** you will receive an auto generated email with onboarding instructions and appointment information

Step 2 - Complete online onboarding - this should take no more than **20 minutes** to complete.

Step 3 - Schedule your I-9 appointment at Sage Hall through appointments.unt.edu. You must schedule your appointment to occur **no more than 3 days after you begin working** (but we recommend completing it in advance, ASAP!)



Step 4 - Come to your scheduled appointment with your original documents for I-9 verification. This appointment will take no more than **15 minutes**.

Step 5 - Turn your completion slip in to your departmental admin or supervisor. Congrats! **You are now ready to start working on your designated start date!**

Step 6 - Your department will now put through an ePar for you in order to place you on Payroll. Final approval of the ePar is dependent on the approval route and other factors, and can **vary**. **No action is needed from you, the new hire.**

Step 7 - No more than **2 days** after the ePar has been approved, you will receive access to your required bridge trainings and new hire orientation. Complete **within 7 days** of gaining access.

