

You have been scheduled for UNT Health Science Center orientation on _____ in room _____.

In order to complete all necessary paperwork to process you onto the state payroll, please bring either your Driver's License and Social Security Card or your Passport (**please note, all documents must be original and unexpired**). If you are unable to produce any of these documents, please call Human Resource Services (817-735-2690) for a list of other acceptable documents you may present for verification.

You will also need to bring a blank voided check or letter from your bank with account information on it for Direct Deposit. If you are eligible for Semi-monthly, you will also have an opportunity to complete these forms during orientation.

In addition to attending the orientation, you will need to complete the following training sessions online before September 1, 2009:

HIPAA Training <https://www.hsc.unt.edu/HIPAATrain/>

Code of Ethics <https://intranet.hsc.unt.edu/applications/ethics/>

EEO <https://intranet.hsc.unt.edu/applications/hrsapps/eo/train/EOcompliance.cfm>

If you have any questions, please call the main Human Resources Services number, 817-735-2690.

Thank You,

UNT Health Science Center Human Resource Services Staff