

**Renfro, James**

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**To:** Student@unthsc.edu  
**Subject:** Student Worker Position

Good [Morning/Afternoon],

We are pleased to offer you a [enter title as appropriate] position with the [enter department name as appropriate]. We feel that your skills and background will be valuable assets to our [enter program title as appropriate] program.

1. Complete the online onboarding process through Human Resources by [date].

a. Go to this link for completing new hire paperwork online (ctrl + click):

<http://www.untsystem.edu/hr-it-business-services/human-resources/new-employee-onboarding-and-orientation>

Scroll down to the section, “How to Complete Onboarding”

Click on, “Onboarding link for hourly, non-students and student...”

Will need to know:

- Employee user identification number (EUID Example: ab1234)
- Student ID number (EmplID)
- Hiring department number: USE: [enter your six-digit department number]
- Start Date: [date]

b. After completing the online portion:

- Report to the Human Resource Services Office, EAD 280. Office hours are 8am- 5pm, Monday – Friday

- Bring identification documents so that we may complete the I-9 verification – please see the attached list of acceptable documents (These documents need to be shown to HR NOT to me.)

**You must bring the ORIGINAL document (passport, social security card, etc.). A copy is NOT acceptable.**

**If you do not have a social security card, please talk to Leslie Crosdale in International Services or Alex Chavez in Campus HR about how to get one.**

Your official start date will be [date]. As listed in the job posting, the pay rate is \$[\$\$] per hour and is paid on a bi-weekly basis.

We look forward to working with you. Please feel free to contact me with any questions that you may have.

All the best,  
[Enter your contact info]

Hiring Manager  
UNT Health Science Center