

HSC Student Hire Process – Your Next Steps

Step 1 – Sign and email your offer letter and pre-employment consent form back to the Recruiting Coordinator (sender of offer letter/consent forms) at HSC.HR@untsystem.edu. Once your pre-employment screening has cleared, you will receive an auto-generated email with onboarding instructions and I-9 verification appointment information.

Step 2 – Complete online onboarding using the instructions from the onboarding email in Step 1 – this step takes no more than 20 minutes to complete. Have your cell phone and direct deposit information handy. You may need to install an app on your cell phone for authentication purposes.

Step 3 – [Schedule your I-9 verification appointment](#) at the HSC Human Resources office. 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 I-9 appointment with your **original, unexpired documents** in hand for I-9 verification. <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> This appointment will take no more than 15 minutes.

Step 5 – A notification is sent to your departmental admin or supervisor. You are now ready to begin working on your designated start date!

Step 6 – Your department will enter a hire ePar into our system to place you on Payroll. Final approval of the ePar is dependent on the approval flow and completion time can vary. No action is needed from you on this step.

Step 7 – After the hire ePar has been approved, you will receive access to your required Learn HSC trainings. Complete within 7 days of gaining access.