



Welcome  
to the  
Flock!

## New Staff Employee Orientation – What to Expect

### Day One – New Hire Paperwork Session

**Location:** [UTC Office of Human Resources](#), 720 McCallie Avenue, Chattanooga, TN 37403

During this one-hour session, we will provide and walk you through completion of the following new hire forms:

- [Form I-9](#)
- [Personal Data Form](#)
- [W-4 Withholding Tax](#)
- Direct Deposit Authorization

### **What to Bring:**

- **I-9 Employment Eligibility [supporting documents](#)** – Please bring the following:
  - one document from List A; **OR**
  - one document from List B **AND** one document from List C.
  - Documents must be original and unexpired.
- **Direct Deposit Documentation** – Please bring a voided check, or official letter from your bank providing the account and routing numbers for your Direct Deposit Authorization

**Parking:** Three visitor parking spaces are available in the UTC Human Resources parking lot. Due to limited availability, please consider other options, such as walking, carpooling or street parking. Should you park in HR visitor parking, please let us know, and we will provide you with a temporary parking pass to display on your dashboard so you do not receive a parking ticket.

**What to Wear:** Orientation is considered as part of your work time, so please dress as you would normally dress for work. Please check with your supervisor if you need additional clarification or instructions.

### **New Employee Benefits Orientation (Virtual)**

Benefits orientation is held twice monthly on Tuesdays from 1:00-3:00pm. Your Benefits orientation date will be provided during the new hire paperwork session with HR on your first day of employment.

### **[Review Benefits Information](#)**

## **Welcome to the Mocs Family!**

Please do not hesitate to contact [UTC Human Resources](#) at (423) 425-4221 if you have any questions, or need additional information.