



Welcome
to the
Flock!

New Staff Employee Orientation – What to Expect

Day One – New Hire Paperwork Session

Location: [Raccoon Mountain Room](#) at the University Center

The University Center is located at [710 E. 5th Street, Chattanooga, TN 37403](#). Parking for the University Center is located along E. 5th Street (if available), or in the E. 5th Street Parking Garage. The Raccoon Mountain Room is located on level 2, past the food court, across from the University Bookstore.

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

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.