



Welcome  
to the  
Flock!

## New Employee Orientation – What to Expect

### **BEFORE you start**

Please complete the [Electronic Form I-9](#) **BEFORE** your start date. Your Employment Eligibility [supporting documents](#) will be verified during your orientation session with Human Resources on your first day.

### **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:

- [Electronic Form I-9](#) (Please complete **BEFORE** your start date)
- [Personal Data Form](#)
- [W-4 Withholding Tax](#)
- [Electronic Direct Deposit Enrollment](#)

### **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 to be submitted electronically with your direct deposit enrollment form.

**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**

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.

Check out our [Summary of Benefits](#) or visit the [New Hire Benefits Hub](#) for additional information regarding benefits.

## **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.