

Human Resources (HR) Graduate Orientation Instructions

Welcome! If this is your **first paid graduate assistantship or fellowship** at the University of Louisville, you **must** attend an HR orientation session. During this session, you will be able to complete administrative requirements with the Human Resources department, as well as obtain information about parking, graduate-assistant provided health insurance and university policies and procedures.

You must attend Orientation before the 10th of your start month. Failure to meet HR and Orientation deadlines will result in a delay of your paycheck to the following month.

International students should contact the International Center (Sharolyn Pepper, pepper@louisville.edu) to determine by what date they need to arrive in Louisville.

Please register for a session as soon as possible. Go to the following website to register:
<http://louisville.edu/hr/employment/newemployees/gradhrorientation.html>

Prior to attending orientation

Once you have registered for a session, please complete two items before you attend:

- **Electronic I-9:**

Please visit the web site www.newi9.com, and complete the required information online prior to attending orientation. The University of Louisville employer code to access the site is 11443. If you are an international student and do not yet have a social security card, please skip this section. If you have questions regarding completion, please contact Human Resources at (502) 852-6542. After you have completed this document, you will complete a second section of the I-9 in orientation.

- **New Hire Paperwork:**

Complete a [new hire packet](#) prior to attending, print it out, and bring it with you to the orientation session you are scheduled to attend.

Day of orientation: What to bring

You must bring the following items with you to the orientation session:

- Completed new hire packet
- Proof of identification and eligibility to work so as to complete the second section of the I-9. The most common documents are:
 - For identification: state issued driver's license, photo ID, or passport.
 - For eligibility: original social security card or employment authorization documents.
 - [Other Acceptable Documents](#)
- Original social security card for payroll purposes. If you do not have a social security card, an application will be provided during Orientation.
- A voided check for direct deposit, if preferred. Otherwise, you will receive a check card.
- Foreign nationals working on a visa need to bring passport and employment authorization documentation.

Where to go

Orientation is held at the Human Resources office, located at 1980 Arthur Street. Parking is available at Human Resources and is free to participants during orientation. [Driving directions](#) are available for your convenience.

Please call us ahead of time at 852-6542 if you require any special accommodations. Please direct any questions or concerns to the office of Human Resources at 852-6542.