Salaried Assistantship – TAs, RAs

Employment Offer Letters – eForm

New TA/RA hires, and those changing to a different job type (ex. RA-to-TA), will receive an email (to your **@my.unt.edu** email) from **donotreply@eforms.untsystem.edu** with instructions for accessing and electronically signing electronic Employment Offer Letters. Please save a copy of your Employment Offer Letter for your records. If you do not receive the email, please check your Junk or Spam email folders.

Background Check

Academic Resources will conduct a background check via **Accurate Background, Inc.** for all hires who have not previously been employed with UNT in a role that required a background check through Accurate. You will receive an email (to your @my.unt.edu email) from Customer_service@accurate.com.
*Note that TA/RA hires may **not** begin working until the background check has cleared.*

Onboarding

New hires and former hires with a break in service will be contacted by UNT System email HRemployment@untsystem.edu to complete Onboarding. Section 1 of the I-9 Verification must be completed during Onboarding. A base DEPTID corresponding to the hiring unit will be required to complete the Onboarding process. The base DEPTIDs are:

TA / RA	Biological Sciences	DEPTID - **121100**
RA	AERI	DEPTID - **121101**
RA	BDI	DEPTID - **190402**

If you are unsure which DEPTID to use, please ask whoever is putting you on payroll which number is appropriate.

I-9 Verification

Upon completion of Onboarding, students are to schedule an appointment at https://careercenter.unt.edu/resources/schedule-an-appointment/ for I-9 Verification to work in the United States. Contact the Student Employment at the Career Center to see if Drop-ins may be allowed. Review required documents list at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents. *Note that only original documentation is accepted.*
I-9 verification *must be completed within three (3) working days of the start date. If I-9 verification is not completed within that window, work may not be performed.*

Payroll

Once the Accurate background check has cleared and the I-9 verification is completed, hires will be added to Payroll via an Electronic Payroll Action Request (EPAR). Once the EPAR is approved, other units on campus will have the ability to identify the new hire in the system.
➔ **Failure to complete any step stated above = YOU WILL NOT BE HIRED OR RECEIVE A PAYCHECK**

Payroll Details

Salaried Graduate Assistant (TA/RA) pay rates are based on a 20-hour work week:
- $2136.00/month, Masters
- $2136.00/month, Pre-ABD Doctoral
- $2388.00/month, ABD Doctoral

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Graduate assistants are paid semi-monthly. * See the following table for anticipated *TA* paydays and pay dates.** Be aware that the payroll calendar does not align with the academic calendar.
A number of factors may delay payment of the first paycheck of a term including, but not limited to, late arrivals and failure to meet hiring step deadlines in a timely manner.
**RA start and end pay dates may differ from those for TAs.*

Estimated	Payday	Pay Date	Payday	Pay Date
FALL - September	--	--	Monday	September 15. 2025
FALL – October	Wednesday	October 1, 2025	Wednesday	October 15, 2025
FALL - November	Monday	November 3, 2025	Monday	November 17, 2025
FALL - December	Monday	December 1, 2025	Monday	December 15, 2025
FALL – January	Friday	January 2, 2026	Thursday	January 15, 2026
SPRING - February	Monday	February 2, 2026	Tuesday	February 17, 2026
SPRING – March	Monday	March 2, 2026	Monday	March 16, 2026
SPRING – April	Wednesday	April 1, 2026	Wednesday	April 15, 2026
SPRING – May	Friday	May 1, 2026	Friday	May 15, 2026
SPRING - June	Monday	June 1, 2026	--	--

Direct Deposit is strongly recommended*.* Please go to
https://finance.untsystem.edu/payroll-and- taxes/payroll/direct-deposit.php for
more information.

I-20 Proof of Employment/Income
If a letter is required from the department for completion of the I-20 for visa purposes, contact
Biology.Chair@unt.edu

Assistantship Insurance Options
Please go to the Toulouse Graduate School website for more information:
https://tgs.unt.edu/insurance.