

Congratulations on your new appointment with the University of Houston-Clear Lake! We are excited to have you join our team! Please review the following information carefully so your employee information can be processed as quickly as possible.

Enclosed in this packet are required documents for employment at the University of Houston-Clear Lake.

- All documents must be completed in their entirety.
- Your Employee ID and Student ID number are the same. If you do not know this number you may leave this blank.
- Complete each form online, print and sign where appropriate. Please print single-sided.
- Submit the completed packet to your hiring department.
- Direct Deposit is mandatory.
- Failure to submit the completed forms will delay completion of your hire.

Please note hire packets are a requirement of employment. Incomplete packets cannot be processed. You will be contacted about required changes.

If you have any questions regarding the hiring packet please contact the Office of Human Resources at 281-283-2160 or [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu).