The University of Texas Rio Grande Valley
College of Health Affairs

Janey Pizaña
Administrative Coordinator
Office of the Dean
College of Health Affairs
Office: (956) 882-5001 janey.pizana@utrgv.edu

Research Assistant Information Page

After completing ALL information below, return to Mrs. Janey Pizaña at janey.pizana@utrgv.edu

Personal Information:	To be completed by Graduate Student	Office Use only:	
Salutation (Mr./Ms.)		ePAF #:	
First Name		Date Submitted:	
Last Name		Date Approved:	
Middle Name		Submitted by:	
Student ID:		ePAF #:	
Banner ID:		Date Submitted:	
Birthdate:		Date Approved:	
Citizenship		Submitted by:	
On a VISA?		ePAF #:	
Prior UT System Employment?:		Date Submitted:	
Email address:		Date Approved:	
Phone #:		Submitted by:	
Major:			
Degree Level:			
Couse Information	*Student must be enrolled in 9 semester credit hours. Provide copy of statement of charges.*		
Position Information	To be completed by Supervisor		
Department:			
Supervisor:			
Supervisor Employee ID:			
RA working location (Building/Room #)			
Salary Information			
Criminal Background Check clearance date:		Office Use Only:	
Total Employee Salary:		Job Code:	
Weekly Hours:		Job Class Code:	
First day of Employment:		Position #:	
Last day of Employment:		Equal Pymts:	
		First Check:	
		Last Check:	
		Project Name:	
		Project #:	
		Project Manager:	
		FTE %:	

Complete a Criminal Background Check

You will need to complete a criminal background check. Please fill out the form online at
https://utrgv.quickapp.pro/apply/applicant/new/5414

Complete your I-9 Form

Federal law requires new employees of UTRGV to establish identity and eligibility to work in the United States. To complete an I-9 form online please go to
https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.ascx?Employer=17817.

Once you click on this link, you will see "I-9 Instructions" on the left of the page for your reference.

Before your first day of work, you will report into the HR office to certify your I-9 document. In order to do so, please bring the appropriate identification documents as instructed by the last page

Additional Onboarding Required Forms

You will also be required to complete a set of documents located in our Human Resources Onboarding webpage. You can find these forms under the "Before your First Day – Complete, sign and return the following forms" section of this website: http://www.utrgv.edu/hr/organizational-development-training/on-boarding/index.htm. Please fill out these forms and return them to HR@utrgv.edu for processing.

Lastly, our Onboarding Coordinator will be contacting you to register you for new employee orientation.

Should you have any questions, please feel free to contact the HR office: 956-665-2451 or HR@utrgv.edu