

# Please come to The Finance office at 110 Meyerson Hall for Payroll

## US Citizens and Internationals with a social security number;

- ✓ **US Citizens** will need to show an *unexpired* passport and social security card **OR** driver's license **and** a social security card
- ✓ **Internationals** with a social security number, please bring passport, visa, I-94, I-20, and social security card
- ✓ **I-9 Employment Verification Form**  
For employment verification purposes, you must go to <https://www.hr.upenn.edu/i9> , (**COPY & PASTE THIS LINK INTO YOUR BROWSER**) select **DESIGN** and enter the information as follows

- ✓ **Receiving your Pay**  
**ADP Aline Card or Direct Deposit**

The University no longer issues paper checks so ALL **new** employees will automatically be enrolled in the **ADP Aline Card System**

[http://www.finance.upenn.edu/comptroller/payroll/receiving\\_your\\_pay.shtml](http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml)

- ✓ After receiving your Penn Key/ Password, Update your Directory Information (email and phone number) at <https://medley01.isc-seo.upenn.edu/directory/jsp/fast.do> by clicking on "My Profile" in the upper right corner. You can also determine who has access to your contact information. *All emails generated by University offices (Financial Services, University Registrar, as well as students), draws on the email listed in the Penn Directory.*
- ✓ After you update your directory information, PennDesign strongly encourages you to enroll in **direct deposit** at <https://medley04.isc-seo.upenn.edu/uatPenn/jsp/fast2.do?fastStart=directdep> located on the **U@Penn** site using your PennKey ID and password. Once you have logged in and validated your birth date and last four digits of your SSN you will be able to enter your new banking information.

*There is a time lag when your direct deposit account will be activated so you should expect to receive your pay on your ADP Aline Card for your first few earnings. Your ADP Aline Card will be sent to the address you give in an unmarked envelop. Please carefully follow the instructions that will accompany your new Aline Card when you receive it in the mail!*