Payroll Completion Process Checklist For Faculty✓

The Finance office is located in Meyerson Hall Room 110, where you will need to bring all of your documentation to get set up on payroll.

❖ *Your salary will be distributed evenly over 4 months **(September, October, November and December for Fall Semester) OR (January, February, March and April for Spring semester)**, one payment per month, paid on the last business day of each month.* *

In an effort, to make your payroll experience as painless as possible, here are a few helpful steps for getting on payroll and setting up direct deposit. ALL NEW FACULTY:

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 social security card

✓ ***International Faculty*** 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, if you do not set up direct deposit you will be enrolled in the **ADP Aline Card System** http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml

✓ 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. Please carefully follow the instructions that will accompany your new Aline Card when you receive it in the mail!

* **Monthly paid Internationals employees need to visit the Corporate Tax Office located in Room 310,**

Franklin

Internalationals without a social security number

Internationals [*] <u>**without**</u> **a social security number**

- ✓ **Visit 110 Meyerson Hall with Passport/Visa to receive your Social Security: On-Campus Work Authorization form.**

- ✓ **Go to ISSS-** to get the bottom portion of the Work Authorization form signed and sealed.

- ✓ ## Apply for a Social Security Card
  You are required to wait 10 business days (*from the day you entered the United States*) <u>*before*</u> applying for a social security card at;
  Philadelphia Social Security Card Center,
  2 Penn Center, Suite 2000B,
  1500 JFK Blvd
  Philadelphia, PA 19102,
  Hours: Monday - Friday, 9:00am - 3:30pm
  http://www.upenn.edu/oip/isss/ssn/student

- ✓ **Social Security Card Receipt**
  Return to PennDesign Finance office with all of your documentation **(Passport, Visa, I20 and I94)** and your <u>receipt</u> from Social Security Center

- ✓ **Receiving your Pay**
  ADP Aline Card or Direct Deposit
  The University no longer issues paper checks, if you do not set up direct deposit you will be enrolled in the **ADP Aline Card System** http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml

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- ✓ ***Tax office-*** Visit the tax office located at Room 310 Franklin Building with all documentation (SS Card, Passport, Visa & I20) to see if you are eligible for Tax Treaty benefits

  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!

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Franklin