Welcome PennDesign Students!

Payroll Completion Process Checklist ✓

The PennDesign Finance Office located in Meyerson Hall, Room 110 is responsible for processing all New Hire paperwork necessary to get you onto the University’s payroll system. Students working in labs or holding work-study positions; research, teaching, or graduate assistants; and PhD Fellows all need to be put on payroll.

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

- **US Citizens** will need to show an *unexpired* passport OR driver’s license and a SS card
- **International students** 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](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)

  PennDesign strongly encourages you to enroll in direct deposit at [https://medley04.isc-seo.upenn.edu/uatPenn/jsp/fast2.do?fastStart=directdep](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!*

* Monthly paid Internationals Students need to visit the Corporate Tax Office located in Room 310, Franklin Building to see if they are eligible for Tax Treaty benefits. Please bring all of your documentation.
Internationals *without* a social security number


✓ 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)* before 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 receipt from Social Security Center

✓ ADP Aline Card or Direct Deposit
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http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml

✓ PennDesign strongly encourage you to enroll in direct deposit at
https://pennintouch.apps.upenn.edu/pennInTouch/jsp/fast2.do?a=b&access=student&bhcp=1 located on your Penn InTouch Account using your PennKey and password. Once you log in, click on Student Employment – then Enroll in Direct Deposit. Verify your Date of Birth and the last 4 digits of your Social Security number then sign up.

✓ 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

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