

PennDesign Student Payroll Checklist

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.

❖ The PennDesign Finance Office is responsible for processing all **New Hire** paperwork necessary to get you onto the University's payroll system. **Students working in labs, holding work study positions, research, teaching, graduate assistants and PhD Fellows all must be put onto payroll.**

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 Student Workers:**

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/19> , (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**. You can access this on your **Penn InTouch Account** using your PennKey and password. Once you log in, click on *Student Employment* then **Enroll in Direct Deposit**. You will need to verify your date of birth and the last four digits of your social security number in order to enroll in direct deposit.

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 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

- ✓ 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*) 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/iss/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

✓ Receiving your Pay

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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

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