Employee Onboarding

Weitzman School of Design
Personal Information Form
Please email pdpay@design.upenn.edu to the Attention
of Stephanie Whaley

Employee Information

Date (Month, Day, Year): _____

Date Of Birth (Month, Day, Year): _____/_____/_____

E-mail: _____

First Name (Given): _____   **Last Name**(Family Name):_____

U.S. Citizen? Yes (see below) / No

Authorized to work in U.S?: Yes / No

Has documentation: Yes / No

Visa/Work Authorization #: _____   Expiration Date: ___/_____/_____

Documents provided: _____

Job Title/Position hired at Penn: _____

Start Date: _____

Department:(Architecture, City Planning, Historic Preservation, Landscape Architecture, Fine Art, MUSA): _____

U.S. Citizens (we need to securely collect your SSN# via phone):

Phone number(only needed if you have a Social Security Number): _____

Best time to reach you between 9am-5pm, Mon-Fri: _____

Next steps: Once I receive your PIF and signed appointment letter I can enter you into our Payroll system, Workday. After which Workday will send you automatic emails with instructions on how to complete the onboarding process which includes making an appointment with Onboard@Penn to complete your I-9, setting up a Pennkey and password, direct deposit, etc. **It is very important that you complete all onboarding tasks on time.** If you have any questions throughout the process please contact Stephanie Whaley at pdpay@design.upenn.edu.