

PennDesign Payroll Checklist w/ SSN

❖ 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. Please bring all required documents to the Finance Office, 110 Meyerson Hall.**

Step 1: I-9 Employment Verification Form

(Please complete before you come to 110 Meyerson Hall)

For employment verification purposes, you must go to <https://www.hr.upenn.edu/19> , (COPY & PASTE THIS LINK INTO YOUR BROWSER); select **DESIGN** and complete the online form.

Step 2: Bring **Required Documents** for US Citizens and Internationals with a social security number to 110 Meyerson Hall

- **US Citizens:**

Unexpired
Passport **AND**
Social Security
Card

OR

Unexpired Driver's
License **AND**
Social Security
Card

- **International/ Foreign Nationals:**

- Passport
- Visa
- I-94
- I-20
- Social Security Card

Step 3: Receiving your Pay

ADP Aline Card

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

Direct Deposit**

PennDesign strongly encourages you to enroll in **direct deposit**. You can access this on your **Penn InTouch Account** or the **U@Penn** website using your PennKey and password. Once you log in, click on **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.