

# PennDesign International Payroll Checklist

---

**Internationals** \* without a social security number

**Step 1:** Visit 110 Meyerson Hall with your Passport/Visa to receive your Social Security: On-Campus Work Authorization Form.

**Step 2:** Go to ISSS to have your On-Campus Work Authorization Form Signed and Sealed.

**Step 3:** 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**

<https://global.upenn.edu/iss/ssn>

**Step 4:** Bring your Social Security Card and Documents to 110 Meyerson Hall

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

**Step 5:** **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/i9> , (COPY & PASTE THIS LINK INTO YOUR BROWSER); select **DESIGN** and complete the online form.)

**Step 6:** **Receiving your Pay**

**ADP Aline Card** [http://www.finance.upenn.edu/comptroller/payroll/receiving\\_your\\_pay.shtml](http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml)

The University no longer issues paper checks so ALL **new** employees will automatically be enrolled in the **ADP Aline Card System**

**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.