

- Complete New Hire Wizard in the email from Purdue HR (*no-reply.purdueuniv@online-onboarding.com*) with subject line of Welcome Letter.
 - Contact your [Employment \(Payroll\) Center](#) if you have not received this email within two weeks of your start date.
 - The New Hire Wizard walks through needed information such as your legal name, address, bank deposit information, as well as completing Section 1 of the Form [I-9](#).
 - Please do not complete this until you have a U.S. bank account and U.S. address.
 - Please **save the password** you created to complete the New Hire Wizard (different from your Purdue Career Account username and password). This password will be used again to complete Section 2 of the Form I-9.
 - Review [New Hire information](#) to learn more.

- From the list available on the [Graduate Payroll Onboarding](#) website, schedule an appointment with your Employment (Payroll) Center to complete Section 2 of the Form I-9.
 - Employees must provide the **actual physical** document(s) that prove their identity and eligibility to work according to [U.S.C.I.S. List of Acceptable Documents](#). Document(s) must be **original and unexpired**. No photos or copies of documents will be accepted.
 - Aliens Authorized to Work typically present documents that, together, create a combination List A document. Examples include:
 - Foreign passport, I-94, and DS-2019 (with approval letter, when applicable)
 - Foreign passport, I-94, and I-20
 - Foreign passport and I-797A (which contains I-94 with an expiration date)
 - I-766 EAD card
 - Additional instructions on how to submit the Glacier Tax Summary Report will also be provided.

- Receive email from system@successfactors.com with the with the Subject Line: Next Step for Hire to complete onboarding. This is sent to you after you have been successfully added to SuccessFactors and have an active profile. Once you receive this information, you will be able to access SuccessFactors to setup your Direct Deposit information.
 - Helpful instructions to setup your Direct Deposit can be found here: <https://www.purdue.edu/hr/workpurdue/workESS.php> (Please do not complete this until you have a U.S. bank account and U.S. address)

- If you are an international student:
 - Receive email from Purdue Tax Office (support@online-tax.net) with the subject line: Payments from Purdue University. Each international graduate student is required to complete the Glacier Tax Summary Report. Glacier is an online tax compliance system. Failure to complete this step can result in inaccurate tax withholding that may need to be adjusted on a future payroll, impacting the amount of the paycheck. The employee's Social Security Number (SSN) is required to complete the Glacier step. If you don't have an SSN, the Employment Center will help you start the request process as part of your Employment Verification meeting.
 - Complete the Glacier Tax Summary Report with ALL forms printed from your [Glacier account](#). GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant and tax data via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility.
 - Once completed, if a tax treaty with the employee's home country exists, it will be populated in their record. If you did not receive an email from the Tax Office, please contact them at intlhires@purdue.edu.
 - Note, if an individual already has a Glacier account, a new email will not be sent but the individual still needs to access the system to update information for their new assignment.
 - You can provide the completed documents to your [Employment \(Payroll\) Center](#) or send it to the Tax Office (see delivery instructions on page two of the printed Glacier documents).

- Review [pay schedule and other information online](#).

- Review [Benefit information and open enrollment processes](#).

- Attend [departmental, college or university orientation sessions](#).

Please contact your [Employment \(Payroll\) Center](#) with additional questions.