Complete New Hire Wizard in the Welcome Letter email from Purdue HR: no-reply.purdueuniv@online-onboarding.com with a subject line of “Welcome Letter”.

- Contact your Employment (Payroll) Center if you have not received this email.
- 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 keep the password you created to complete the New Hire Wizard (different from your Purdue Career Account username and password). This password may be used again to complete Section 2 of the Form I-9.
- You will also receive direction to set up email and access. Please complete email setup and access directions.
  - Review New Hire information to learn more.

If you are an international student:

- Complete the Glacier Tax Summary Report with ALL forms printed from the 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.
- You can provide the printed documents to your employment (payroll) center or send it to the Tax Office (see delivery instructions on page two of the printed Glacier documents).

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 to your Employment (Payroll) Center will also be provided.

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.