First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PUID: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **International Assistantship Graduate Payroll Orientation Checklist**

You must bring this completed checklist to Graduate Payroll Orientation. **If any item in sections A through E below are not completed, you will be unable to enter the orientation.** A computer lab is available at STEW 102 for you to scan and print your documents.

**A. Pre-Orientation Steps Completed**

□ Section 1 of the Electronic I-9 Process

□ GLACIER Tax Summary Report

**B. Original and Unexpired Documents Required**

□ Purdue University Offer Letter

□ One (or more) documents from List A for Electronic I-9 Process

□ Passport □ I-94 □I-20/DS-2019

**OR**

□ One document from List B and one unrestricted document from List C for Electronic I-9 Process

**C. Documents Required for GLACIER Tax Summary Report**

□ Signed and dated GLACIER Tax Summary Report with **ALL** forms printed from Glacier account

□ Signed and dated Indiana WH-4 (different than W-4 printed with GLACIER Report)

□ Copy of I-20 or DS-2019 Certificate of Eligibility U.S. immigration document

□ Copy of I-94/I-94W Card

□ Copy of U.S. Visa (usually located in Passport)

**D. Information Required for Direct Deposit Enrollment**

□ U.S. Bank Account Number (NOT your debit or credit card number)

□ U.S. Bank Routing Number

**E. BoilerKey Registration**

□ Download Duo Mobile and/or request physical token

□ Connect Duo Mobile to Purdue Career Account

**and/or**

□ Pick up physical token at STEW 102 and connect to Purdue Career Account

**Required Steps to Complete On or After August 13th**

□ Direct Deposit enrollment before 4:30 PM on August 15th (if you did not enroll during GPO)

□ Update Personal Information in Employee Portal

 □ Personal Data □ Self Identification Information □ U.S. Address

□ Health Insurance enrollment/exemption by September 10th

**Required Steps to Complete by No Later Than September 12th**

**Steps below are only required for those that did not have a Social Security Number before being hired.**

□ Attend a Social Security Administration meeting

□ Bring Social Security Card to business office

□ Update Social Security Number in GLACIER Tax Summary Report

□ Resubmit GLACIER Tax Summary Report packet and document copies to Purdue University as instructed on page 2 of Summary Report