University of Pennsylvania
New Hire Processing Checklists

The checklists below detail the documentation requirements for hiring various individuals at the University of Pennsylvania. The documents must be sent to:

Office of Human Resources - Records
3401 Walnut Street Suite 527A
Philadelphia, PA 19104-6228

Please note: Failure to include any items on the appropriate list below will result in a processing delay.

U.S. Citizens and Resident Aliens

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Staff</th>
<th>Postdoctoral Appointment</th>
<th>Student and Temporary</th>
<th>Courtesy Appointment (Unsalaried)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I-9*</td>
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</tr>
<tr>
<td>☐ Offer Letter signed by new faculty member</td>
<td>☐ Verification of Social Security Card Form**</td>
<td>☐ Verification of Social Security Card Form**</td>
<td>☐ Offer Letter or equivalent, signed by student or temporary</td>
<td></td>
</tr>
<tr>
<td>☐ Verification of Social Security Card Form**</td>
<td>☐ Offer Letter signed by new staff member</td>
<td>☐ Offer Letter signed by postdoctoral appointee</td>
<td>☐ Offer Letter or equivalent, signed by student or temporary</td>
<td></td>
</tr>
<tr>
<td>☐ Curriculum Vitae</td>
<td>☐ PSC Minutes</td>
<td>☐ Copy of Diploma</td>
<td>☐ Notice of Appointment of Personnel from Abroad (if applicable)</td>
<td></td>
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Non-Resident Aliens
Send these additional documents along with the appropriate documents listed above:

- ☐ Verification of Social Security Card Form** (If no Social Security Number, include the receipt from the Social Security Administration)
- ☐ Foreign National Information Form
- ☐ I-94 Card (Arrival/Departure Record)
- ☐ Picture Visa – no Visa required for Canadian citizens and permanent residents
- ☐ Unexpired Picture Passport – if extended, please include page that shows extension
- ☐ Immigration Document (select one of the forms listed below)
  - ☐ I-20 for F-1 Visa
    - ☐ If on OPT, include page 3 showing the OPT dates
  - ☐ DS-2019 for J-1 Visa
  - ☐ I-797 for H-1 Visa
  - ☐ I-485 for Permanent Residency
- ☐ Employment Authorization Card (EAC) Card, if applicable
  - ☐ Student on OPT
  - ☐ Pending Permanent Residency
  - ☐ J-2, M-1 may work with EAD Card
Please note: Exempt Non-Resident Aliens may be eligible for a **Tax Treaty.** Please ask them to visit Penn’s Payroll Tax Office at the address below once they have a valid **Social Security Number** and their PennWorks ‘**Minimum Record’** field reads ‘**OK**’:

<table>
<thead>
<tr>
<th>Payroll Tax Office</th>
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</thead>
<tbody>
<tr>
<td>Franklin Building Room 310</td>
</tr>
<tr>
<td>3451 Walnut Street</td>
</tr>
<tr>
<td>Philadelphia PA 19104</td>
</tr>
</tbody>
</table>

**I-9 Form Requirements**

- **You must complete** **Section 2** **within three business days** **of the date employment begins.**
- *If a Non-Resident Alien has not yet applied for a Social Security Number due to the 10-day suggested waiting period, check the box “**SS# applied for**” when completing Section 2.*

**Social Security Cards**
The IRS allows employers to see an employees’ Social Security card to confirm that their W-4 forms are accurate and complete. The IRS requires employers to obtain employees’ Social Security Numbers in order to complete W-2 forms. This requirement also applies to resident and nonresident alien employees.

The University staff member who reviews the Social Security card should complete and submit a “**Verification of Social Security Card**” form as part of the new hire packet. The form can be found on the Human Resources Website at https://www.hr.upenn.edu/docs/default-source/forms/verification-of-social-security-card.pdf.

If new hires do not have a Social Security number, be sure to instruct them to obtain one as soon as possible so their employee records can be completed.

If you have any questions about new-hire processing documentation, please contact the Human Resources – Records at (215) 898-7288.

The most up-to-date version of checklist can be found in the following locations:

1. **Appendix “New Hire Checklist”**
   - https://www.hr.upenn.edu/myhr/resources/hiringofficer/handbook/appendix

2. **“Recruitment & Staffing Forms”**
   - https://www.hr.upenn.edu/myhr/resources/forms/recruitment