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
600 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6205

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>□ W-4</td>
<td>□ W-4</td>
<td>□ W-4</td>
<td>□ W-4</td>
<td>□ W-4</td>
</tr>
<tr>
<td>□ Verification of Social Security Card Form**</td>
<td>□ Verification of Social Security Card Form**</td>
<td>□ Verification of Social Security Card Form*</td>
<td>□ Verification of Social Security Card Form*</td>
<td>□ Offer Letter or equivalent, signed by new faculty member</td>
</tr>
<tr>
<td>□ Offer Letter signed by new faculty member</td>
<td>□ Offer Letter signed by new staff member</td>
<td>□ Offer Letter signed by postdoctoral appointee</td>
<td>□ Offer Letter signed by postdoctoral appointee</td>
<td>□ Copy of Diploma</td>
</tr>
<tr>
<td>□ Curriculum Vitae</td>
<td>□ Curriculum Vitae</td>
<td>□ Postdoc Appointment Information Form</td>
<td>□ Postdoc Appointment Information Form</td>
<td>□ Postdoc Personal Data Form</td>
</tr>
<tr>
<td>□ PSC Minutes</td>
<td></td>
<td>□ Notice of Appointment of Personnel from Abroad (if applicable)</td>
<td>□ Notice of Appointment of Personnel from Abroad (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

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)
  o I-20 for F-1 Visa
    ▪ If on OPT, include page 3 showing the OPT dates
  o DS-2019 for J-1 Visa
  o I-797 for H-1 Visa
  o I-485 for Permanent Residency
□ Employment Authorization Card (EAC) Card, if applicable
  o Student on OPT
  o 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’:

Payroll Tax Office
Franklin Building Room 310
3451 Walnut Street
Philadelphia PA 19104

*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?sfvrsn=8

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.

This form can be located in the following locations and should be updated in all areas:

1. Appendix “New Hire Checklist”
   a. https://www.hr.upenn.edu/myhr/resources/hiringofficer/handbook/appendix
2. “Recruitment & Staffing Forms”
   a. https://www.hr.upenn.edu/myhr/resources/forms/recruitment