



GRADUATE PAYROLL ORIENTATION

ATTENTION ALL **NEW** GRADUATE STUDENTS

PLAN TO ATTEND IF YOU HAVE A PAID ASSISTANTSHIP

All students with a Graduate Assistantship must complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, **PRIOR** to attending GPO.

- To access Section 1 please visit: www.purdue.edu/Payroll
- Click the link titled, "Electronic I-9 for new hires/rehires".
- Log in & complete Section 1 and use the LOG OUT button to exit when done.

All student employees must **BRING** their **ORIGINAL, UNEXPIRED and UNRESTRICTED** document(s) with them to orientation for completion of Section 2 of the Form I-9. Student employees should review the List of Acceptable Documents provided on the back of this flyer or <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

- F-1 Student employees typically present the following documents:
Foreign Passport, Form I-94 and I-20
- J-1 Student/Scholar employees typically present the following documents:
Foreign Passport, Form I-94 and DS-2019

Orientation Location: STEWART CENTER (STEW) ROOM 218 ABCD

It is **IMPORTANT** to attend. No appointment required. Open check-in times are listed below:

WEEK 1	WEEK 2
<p>Date: Wednesday, August 10th Time: 10:00 am – 4:00 pm I9 and Glacier Tax Completion</p>	<p>Date: Monday, August 15th Time: 10:00 am – 4:00 pm I9, Glacier Tax & employment on-line forms</p>
<p>Date: Thursday, August 11th Time: 10:00 am – 4:00 pm I9 and Glacier Tax Completion</p>	<p>Date: Tuesday, August 16th Time: 10:00 am – 4:00 pm I9, Glacier Tax & employment on-line forms</p>
<p>Date: Friday, August 12th Time: 10:00 am – 4:00 pm I9 and Glacier Tax Completion</p>	<p>Date: Wednesday, August 17th Time: 10:00 am – 4:00 pm I9, Glacier Tax & employment on-line forms</p>
	<p>Date: Thursday, August 18th Time: 10:00 am – 4:00 pm I9 and Glacier Tax Completion</p>