

**ON OR BEFORE FIRST DAY OF WORK:**

- Complete Section 1 of the I-9:  
<https://secure.i9.talx.com/preauthenticated/LoginCaptcha.aspx?Employer=14300&Location=Z040>

**BY THIRD DAY OF WORK:**

- Present documents to business office. A list of acceptable documents can be found here:  
<https://engineering.purdue.edu/CE/People/Administration/Business/List-of-Acceptable-Documents.pdf>

Complete the following (if applicable) through the employee portal. Instructions are as follows:

Navigate to <http://www.purdue.edu/employeeportal> and click *OnePurdue Portal*. Log in using your Purdue career account User ID and Password.

Please note that it may take an additional 2-3 days to gain access to the portal. If this is the case, please complete the forms as soon as you are able to log in. Failure to do so will result in the incorrect tax amounts withheld as well the issuance of a paper pay check. Paper checks must be picked up by the employee with a photo ID at the front desk of Freehafer Hall, located at 401 S. Grant St.



- Complete each section of the Personal Information screen

- Personal Data
- Self-Identification Information
  - For questions regarding Self-Identification, please contact the Office of Institutional Equity at [equity@purdue.edu](mailto:equity@purdue.edu).
- Address
  - Local address. This can be adjusted at any time if needed or leaving the University.
- Bank Information
  - For additional assistance, please contact your departmental Business Office or Payroll Services at [timeadmin@purdue.edu](mailto:timeadmin@purdue.edu).
- Education Data
- Suppression of Personal Data

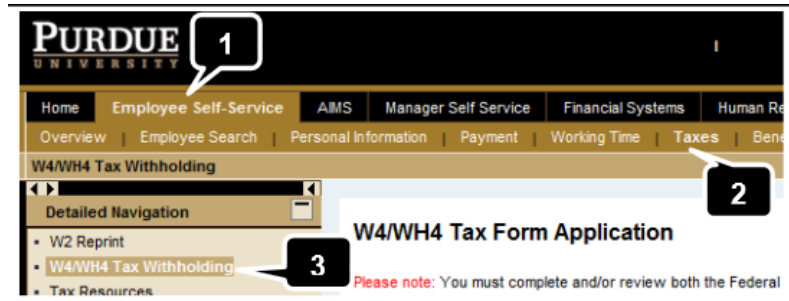


Note: The second item, Additional Personal Data, is view only. No information is required of the employee.

Tax Forms: W-4 & WH-4  
***Not applicable to international employees***

**Note** - Online completion is required for Graduate and Undergraduate student employees. All other employee groups may submit paper forms to your business office. Paper forms can be found at: [http://www.purdue.edu/business/payroll/taxes/Tax\\_Information/Employee/emptaxforms.html](http://www.purdue.edu/business/payroll/taxes/Tax_Information/Employee/emptaxforms.html).

1. Click Employee Self-Service
2. Click Taxes
3. Click W4/WH4 Tax Withholding



Follow the process all the way through. Click submit. The process is complete when the following message is displayed:

Your changes have been submitted. Due to payroll timing, the change will take effect within 1-2 pay cycles.

For additional assistance please contact Payroll Services – Tax Department at [tax@purdue.edu](mailto:tax@purdue.edu).

Glacier Tax Summary  
***International employees only***

International employees must complete the Glacier Artic International Tax Compliance Summary at <http://www.online-tax.net>. After completed, print the forms that the system prompts you to print. Sign and date all forms and submit them to your area business office with the required document copies.

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**WITHIN 7 BUSINESS DAYS OF FIRST DAY OF WORK:**

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Register with ADP W-2 Services

All employees view and print their W-2 Form via the online ADP W-2 Services portal. Navigate to <http://www.purdue.edu/business/payroll/taxes/W-2Services.html> for full instructions and details.

ADP also offers a “paperless” option – In order to opt in to paperless W-2 Form delivery for the Current tax year, employees must register on or prior to December 31.