

ELECTRICAL & COMPUTER ENGINEERING

Undergraduate Payroll Orientation

Friday, August 21, 2015 10:30-11:20 am, Rm. EE206

Friday, August 28, 2015 1:30-2:20 pm, Rm. EE206

Friday, September 4, 2015 4:30-5:20 pm, Rm. EE206

Students only need to attend one session and will complete all payroll and tax requirements during the orientation. It is important to attend.

No appointment required.

Please bring the following original documents to the orientation:

International Students	U.S. Citizens & Permanent Residents
Passport I-94 Card Approved Work Authorization (I-20 or DS-2019) Social Security Card (if you have one) Bank Account & Routing Number (blank check, if possible)	2 Valid Forms of Identification (1 ID must contain photo) Social Security Card Drivers License Birth Certificate Passport Permanent Resident Card Bank Account & Routing Number (blank check, if possible)

Prior to attending the orientation, please be sure to complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification.

- To access the form, please visit: www.purdue.edu/Payroll
- Click the link titled, "Electronic I-9 for new hires/rehires"
- Log in and complete Section 1

