

Employment Information for Graduate Staff

Onboarding / New Hire Paperwork

Before starting your new position, please complete your New Hire Wizard and Section 1 of the USCIS Form I9, Employment Eligibility Verification. Section 1 must be completed no later than your start date. An email with the subject Welcome Letter will be sent to you from **Purdue HR** and contains the link and information necessary to complete this step.

**IF YOU HAVE NOT RECEIVED THE NEW HIRE WIZARD BY YOUR START DATE,
PLEASE EMAIL US AS SOON AS POSSIBLE!!!**

Section 2 of the USCIS Form I9 must be completed within three (3) business days of your start date. This step requires you physically present original and unexpired documents from the List of Acceptable Documents found at this link: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. You will be terminated if you do not complete these steps within your first three (3) days.

Your documents must be physically present at the Employment Center and must be original, unexpired, and legally valid. Photocopies and photographs cannot be accepted. Please **DO NOT** email copies of your documents to our staff. Make an appointment for In-Person Verification by following this link: purdue.link/BookAppt-ENGR. Walk-In appointments are available Monday-Wednesday ONLY, during regular business hours (located on page 2).

Social Security Number

All non-U.S. citizens must apply for a Social Security Number (SSN) if they do not have one. The SSN must be reported to Purdue University within 30-days of your hire date, or you will be subject to termination. To apply for an SSN, please send an email to engemployment@purdue.edu. Once received, we will send a form to ISS and they will notify you when it is ready for pickup. ISS will provide you with directions to apply for your SSN.

Once you receive your SSN, you will receive a link via email to upload the number to the payroll system. Please **DO NOT** send copies of the card, or the number on the card, to our staff. The Employment Center cannot enter this number for you. Please follow the instruction in the email you receive.

Glacier

If you are an international student, you will receive an invitation email to access and complete your international tax information in the Glacier software. At the end of the account, please print, sign and date all forms. Send all forms and copies of required documents per the instructions in the account. GLACIER is a **secured web-based Nonresident Alien (NRA) tax compliance system** that foreign visitors can use to provide their immigration and tax data via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility. Questions regarding Glacier, contact tax@purdue.edu.

Direct Deposit

Purdue requires that all employees sign up for direct deposit of their salary. If you do not have a bank account set up and entered into the Employee Self-Service portal before January 13, 2023, you will receive a paper check for your first payment. All paper checks are mailed to your home address in SuccessFactors.

Payments are made biweekly, and the payment schedule is included in this pack.

Graduate Staff Insurance

If you hold a half-time appointment (0.5 RA, 0.5 TA, or any combination), or a 0.5 FTE Fellowship being administered as an Assistantship, you are eligible for the Graduate Staff Insurance program. Here is the link to the web page explaining this benefit: <https://www.purdue.edu/hr/Benefits/gradstaff/index.php>

Insurance for True Fellowships

Those who hold a true fellowship are not eligible for the Graduate Staff Insurance program. Fellows will receive an insurance stipend which is currently estimated at \$1,487 per year to allow for the purchase of health insurance. PUSH requires that the insurance be paid a semester at a time. The supplements are \$867 in January, and \$620 if you still hold your Fellowship in August. Future supplements will be paid as \$620 in August, and \$867 in December.

Vacation / Paid Time Off

Graduates appointed to a Fiscal Year (FY/12-month) position will earn 22 days of vacation time each year. Vacation is accrued monthly and cannot be used before it is earned. Each month worked, you earn two days of vacation, except for March and September, in which only one day is earned. Vacation must be requested through SuccessFactors and approved by your supervisor. Accumulated vacation days are forfeited when you leave the university for any reason or if there is a break in your employment.

To request the use of vacation time, please find the attached QRG for requesting time off.

Internships:

If you accept an internship, you will be required to request Unpaid Personal Leave in SuccessFactors. This must be approved by your supervisor and several other University departments. Your request for leave must be completed 30 to 60 days before your departure.

Paid Holidays:

FY Assistantships receive holiday pay. Please see <https://www.purdue.edu/hr/Benefits/LTD/holidays.php> for more information regarding paid holidays.

Office Location

Engineering Operations Center

A.A. Potter Engineering Center (POTR)
500 Central Drive, Suite 127
West Lafayette, Indiana 47907

Hours of Operation

Monday through Friday – 8:00 to 11:30 AM / 1:30 to 5:00 PM

*The office is closed all weekends and on University Holidays.

Please direct all inquiries and concerns regarding your employment to:

ENGEMPLOYMENT@PURDUE.EDU

If, at any time, your employment or support changes, please notify us immediately to avoid being paid incorrectly or not at all.

Important Resources & Contacts

Academic HealthPlans (AHP)

Registration, payment of premiums, and enrollment in the graduate staff medical insurance plan.

(855) 566-7278 / support@myahpcare.com

The Graduate School – Graduate Payroll Onboarding Webpage

Questions regarding the onboarding process can be found at this site. Additionally, you can make an appointment with any center on campus to complete Step 2 of your USCIS Form I-9 if the Engineering Employment Center does not have appointments available.

<https://www.purdue.edu/gradschool/gradpayroll/>

Human Resources – Benefits

Eligibility, BenefitFocus enrollment issues; benefits-related payroll deductions; or information on the Graduate Staff Medical Insurance Plan, Graduate Staff Vision Plan, Voluntary Retirement Savings Plans, or Dental benefits.

(765) 494-2222 / hr@purdue.edu

Human Resources – Tax Services

Glacier, International Tax withholding, tax withholding errors/questions.

<https://www.purdue.edu/hr/workpurdue/tax/index.php> / tax@purdue.edu

Student Insurance Office – Purdue Student Health Services (PUSH), 3rd Floor

Graduate Staff Medical Insurance plan coverage, claims, international student requirements and waiver processes, fellowship insurance.

(765) 496-3998 / student-insurance@purdue.edu

Purdue University

Calendar of Pay Dates – Biweekly

Pay Period No.	Period Start Date	Period End Date	Pay Date
14	6/20/2022	7/3/2022	7/13/2022
15	7/4/2022	7/17/2022	7/27/2022
16	7/18/2022	7/31/2022	8/10/2022
17	8/1/2022	8/14/2022	8/24/2022
18	8/15/2022	8/28/2022	9/7/2022
19	8/29/2022	9/11/2022	9/21/2022
20	9/12/2022	9/25/2022	10/5/2022
21	9/26/2022	10/9/2022	10/19/2022
22	10/10/2022	10/23/2022	11/2/2022
23	10/24/2022	11/6/2022	11/16/2022
24	11/7/2022	11/20/2022	11/30/2022
25	11/21/2022	12/4/2022	12/14/2022
26	12/5/2022	12/18/2022	12/28/2022
1	12/19/2022	1/1/2023	1/11/2023
2	1/2/2023	1/15/2023	1/25/2023
3	1/16/2023	1/29/2023	2/8/2023
4	1/30/2023	2/12/2023	2/22/2023
5	2/13/2023	2/26/2023	3/8/2023
6	2/27/2023	3/12/2023	3/22/2023
7	3/13/2023	3/26/2023	4/5/2023
8	3/27/2023	4/9/2023	4/19/2023
9	4/10/2023	4/23/2023	5/3/2023
10	4/24/2023	5/7/2023	5/17/2023
11	5/8/2023	5/21/2023	5/31/2023
12	5/22/2023	6/4/2023	6/14/2023
13	6/5/2023	6/18/2023	6/28/2023
14	6/19/2023	7/2/2023	7/12/2023
15	7/3/2023	7/16/2023	7/26/2023
16	7/17/2023	7/30/2023	8/9/2023
17	7/31/2023	8/13/2023	8/23/2023