Undergraduate Teaching Assistant

Following is a list of time-sensitive steps to be completed to process your employment:

1. See Dr. Gorman in LWSN 1137 to receive your TA Agreement form.

2. If you are a new Purdue employee, you must complete Section 1 of the U.S. Citizenship & Immigration Services’ Form I-9 on or before your first day of work.
   a) Access the Form I-9 via http://www.purdue.edu/payroll.
   b) Click the link “Electronic I-9 for new hires/rehires.”
   c) Log in by typing the text pictured.
   d) Complete Section 1 of the Form I-9.
   e) View the list of acceptable identification documents to present to the CS Business Office in Step 3.

   Refer to the “I-9 Instructions” link at the top of the webpage if you need assistance.

3. Go to the CS Business Office in LWSN 3130 on or before your first day of work with the following ORIGINAL documents:

   **U.S Citizens & Permanent Residents:**
   a) TA Agreement Form from Dr. Gorman
   b) Bank account & routing numbers (bring a blank check if possible)
   c) Identification document(s) according to the list on I-9, which may include your…
      - Passport
      - Social Security Card (WITH NO RESTRICTIONS)
      - Driver’s License
      - Permanent Resident Card
      - Birth Certificate

   **International Students:**
   a) TA Agreement form from Dr. Gorman
   b) Bank account & routing numbers (bring a black check if possible)
   c) Passport
   d) Visa
   e) I-94 number (retrieve via https://i94.cbp.dhs.gov/I94/request.html)
   f) Approved Work Authorization (I-20 or DS-2019)
   g) Social Security Card (if you have one)

4. Go to the CS Business Office in LWSN 3130 on your first day of work to pick up your Timecard and a current Payroll Schedule.

If you need assistance with any of these processes, please contact bo@cs.purdue.edu or visit the Computer Science/CERIAS Business Office in LWSN 3130.

Thank you,
Jennifer Deno
Computer Science Account Clerk
765-496-6758
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