

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
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