



GRADUATE PAYROLL ORIENTATION

ATTENTION ALL **NEW** GRADUATE STUDENTS

PLAN TO ATTEND IF YOU HAVE A PAID ASSISTANTSHIP

All students with a Graduate Assistantship must complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, **PRIOR** to attending GPO.

- To access Section 1 please visit: www.purdue.edu/Payroll
- Click the link titled, "Electronic I-9 for new hires/rehires".
- Log in & complete Section 1 and use the LOG OUT button to exit when done.

All student employees must **BRING** their **ORIGINAL, UNEXPIRED and UNRESTRICTED** document(s) with them to orientation for completion of Section 2 of the Form I-9. Student employees should review the List of Form I-9 Acceptable Documents at: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

- F-1 Student employees typically present the following documents:
Foreign Passport, Form I-94 and I-20
- J-1 Student/Scholar employees typically present the following documents:
Foreign Passport, Form I-94 and DS-2019
- <https://www.uscis.gov/i-9-central/acceptable-documents/additional-documentation-requirements>

All students with a Graduate Assistantship must bring the GPO Checklist with them to orientation with the Pre-Orientation steps completed.

Orientation Location: STEWART CENTER (STEW) ROOM 218 ABCD

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

It is **IMPORTANT** to attend. No appointment required. Open check-in times are listed below:

GPO Schedule	
<p>Date: Monday, August 14th Time: 9:00 am – 4:30 pm I9, Glacier Tax & employment online forms</p>	<p>Date: Wednesday, August 16th Time: 9:00 am – 4:30 pm I9, Glacier Tax & employment online forms</p>
<p>Date: Tuesday, August 15th Time: 9:00 am – 6:00 pm I9, Glacier Tax & employment online forms</p>	<p>Date: Thursday, August 17th Time: 9:00 am – 4:30 pm I9 & Glacier Tax</p>

Paid Assistantship

***Domestic Student = GA/RA/TA**

***International Student = GA/RA/TA; Fellowship**