Welcome to Penn! As you begin your onboarding process, there are a few things we would like you to know to help the process go as smooth as possible.

What is Workday?

Workday is our Human Resources/Payroll platform where all your employment information is kept. There are many things you can do on your own in Workday, such as selecting how you would like to get paid and changing your address.

Penn ID? Penn Key? Penn Card?

These things sound very similar, but they are different!

Your **Penn ID** is an 8-digit number unique to you as a member of the Penn Community

Your **Penn Card** is your identification card unique to the University of Pennsylvania. This is very important for you to access buildings within the University.

Your **Penn Key** is a combination of a username and password you will need to access the network and its applications:

- **Your PennKey Username**
  Your username is unique. In many schools and centers, your username will also be used for your email address. Choose your PennKey username wisely!

- **Your PennKey Password**
  To protect your personal information and Penn resources, your PennKey password needs enough length, variety, and unpredictability to qualify as secure. You should never, under any circumstances, share your PennKey password with anyone.

- **Two-Step Verification**
  Two-Step Verification protects you even if your PennKey password becomes compromised. Two-Step helps to keep your personal data and Penn's systems safe. You will need to complete this step to log in to Workday. To complete this process, please visit:

  https://www.isc.upenn.edu/two-step-quick-start

What is "Onboarding" and what do I need to do?

Your onboarding will start with your department as you are hired into Workday. From there, you will have several tasks you need to complete.

You will receive an email asking you to set up your **Penn Key**. Make sure to keep this information to avoid any login issues.

You will receive a welcome email from Workday with instructions for completing your onboarding tasks There will be several tasks in your inbox. One of those tasks will be **Complete Form I-9.** This is your authorization to work at Penn and you will not be able to work unless your work authorization is complete.

What is an I-9 Work Authorization?
Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States.

I-9 Part One
Section One of your I-9 is self-service. You will complete it yourself in Workday. You will enter name, address, DOB, and SSN. You will also attest to your citizenship status.

I-9 Part Two
Onboard@Penn will help you complete part two of your I-9. We have professionals that will view your **unexpired and original documents** to confirm your identify and work authorization. Attached is the list of acceptable documents.

Choose the documents you will present. You can present one document from List A OR one document from List B AND one document from List C.

So, I completed my work authorization, what's next?

There will be one more item for you to select in your Workday inbox once you are done with Onboard@Penn- how to you want to get paid?

There are two options

- **Direct Deposit**: If you have a bank account and would like your payment to go there, you can select this option on your own by entering your banking information. You will need your bank's routing number and your account number.
- **Wisely Card**: This is a card issued by Penn that acts as a debit card. All payment through Penn will be loaded on to this card and you can use it just like a debit card.

I still have questions, or I'm having some issues- what do I do?

UPenn has resources to help you navigate any concerns you may have. To get started, you can contact our Solution Center by calling 215-898-7372 or visiting solutioncenter@upenn.edu.

Welcome to Penn!

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and
oneselection from List C.

LIST A **Documents that Establish Both Identity and Employment Authorization**	OR	LIST B **Documents that Establish Identity** AND	LIST C **Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**For persons under age 18 who are unable to present a document listed above:**	
		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	