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. Your Workday homepage will also include notifications regarding onboarding under the "Announcements" section. There are links in that notification to provide more information.

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.

There will be several tasks in your Workday 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, if applicable. 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 identity and work authorization. The list of acceptable documents can be found at the bottom of the page or at
https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

Completing Part Two of your I-9 is an in-person task and is required by Federal law.

To make an appointment with Onboard@Penn, please use this link:
https://kiosk.na4.qless.com/kiosk/app/home/17

Onboard@Penn is located at:
3425 Walnut Street
Philadelphia PA, 19104

For information regarding work authorization for foreign nationals, please visit our ISSS website:
https://global.upenn.edu/isss

*If you are a remote worker outside the Philadelphia area, please submit a ticket to the Solution Center so we can identify a reciprocal site that can help you.

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

You will need to log back into your Workday inbox to complete any remaining tasks.

If your Workday inbox is empty and you received "Onboarding Past Due" notifications, you need to complete Part Two of your I-9.

For any additional questions, please contact the Solution Center via email:
solutioncenter@upenn.edu or call 215-898-7372

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 one
selection 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

LIST A	LIST B	LIST C
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)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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	
4. Employment Authorization Document that contains a photograph (Form I-766)		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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.	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. Voter's registration card	
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	4. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	5. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	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:**	7. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	