Penn State Onboarding Checklist

Employee Name___________________________  Penn State ID# _____________________________
Start Date _____________________________

Documents to be completed/distributed

____  Penn State Access Account Application for Faculty and Staff
____  Authorization for Penn State id+ Card
____  Form I-9 (international employees and students complete in Global Programs)/E-Verify (if applicable)
____  W-4 (Additional tax paperwork will need to be completed for individuals who are not US Citizens – contact Payroll Office)
____  Salary Deposit Request
____  Voluntary Self-Identification of Disability
____  Voluntary Self-Identification of Protected Veteran
____  Workers’ Compensation Employee Notification Form
____  Retirement Status Questionnaire
____  Onboarding Discussion and Acknowledgement Worksheet
____  Memorandum of Personal Service (if applicable)
____  University Intellectual Property Agreement (IPA) (if applicable)
____  Notice to Part-Time, Intermittent/Short-Term & Full-Time Student Employees (if applicable)