

New Biweekly Employee Record – Part 1

Step 1:

Complete the required forms on or before your first day of employment.

- Section 1 of the New Biweekly Employee Record
- Section 2 of the New Biweekly Employee Record - **Work with your supervisor**
- Electronic I-9 (Visit www.purdue.edu/Payroll. Click the link titled, “Electronic I-9 for new hires/rehires”, login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents.

Step 2:

Inquire with your supervisor if you will be working on a National Science Foundation (NSF/41010000) project. If so, you will also need to complete the NSF Responsible Conduct of Research Training on or before your first day of employment.

- N/A
- NSF Responsible Conduct of Research Training (Information about Purdue courses and workshops addressing the ethical and responsible conduct of research can be found <http://www.gradschool.purdue.edu/RCR/> . To access the CITI online courses in the Responsible Conduct of Research referenced in the Purdue RCR Education Plan, please visit <https://www.citiprogram.org/Default.asp> .)

Step 3:

Are you an international employee? Yes, complete step 3. No, skip to step 4.

- WH-4 - **International Students please complete paper form (this form is attached)**
- Email the Physics and Astronomy Business Office (physics@purdue.edu) to obtain Glacier instructions. After you have contacted the Physics and Astronomy Business Office, you will receive an email from Glacier with the site link and instructions. Please visit the link to complete all the necessary documents. Once you have completed the documents you will need to print them and bring them with you on your first day.

****NOTE: If you have previously been employed at Purdue you cannot do the above step. You must go into your Glacier account and update your information and print out the required documents.**

Step 4:

Take your completed forms (New Biweekly Employee Record, Glacier, WH4, etc.), original documents (driver's license, passport, social security card, etc.) from the I-9 list, and Proof of NSF Responsible Conduct of Research Training (if applicable) to the Physics and Astronomy Business Office (Room 220) on your first day.

New Biweekly Employee Record

Section 1: Employee

Name: _____

Local Address: _____

Permanent Address: _____

Date of Birth: _____ Sex: Male/Female

Email Address: _____ Phone Number: _____

Are you employed in another department? Yes/No

If yes, what department: _____

Are you a Student? Yes/No Status: Undergraduate/Graduate

If yes, PUID Number: _____

Student Signature: _____ Date: _____

Section 2: Supervisor

Start Date: _____ Rate of Pay: _____

Type of Work: _____

Account Name/Grant Number: _____

Fund: _____

Cost Center/Order: _____

Signature: _____ Date: _____

Print Name: _____

Section 3: Business Office

Account Manager Signature: _____ Date: _____

PA Keyed in Business Services Dashboard by: _____ Date: _____

999#: _____ PERNR: _____ Timecard: _____ Spreadsheet: _____