# ONBOARDING OVERVIEW & RESOURCES

**Before your first day of work at Penn, you will need to complete the University's electronic onboarding process:**
Instructions for completing the onboarding process will be sent electronically to your email address on file. You will receive an email with instructions for setting up your PennKey, then you will receive an email with instructions for accessing your onboarding tasks. For more information about the onboarding process, including form and documentation requirements, please visit the Penn Onboarding Center website at https://www.onboard.upenn.edu/.

**Provide Verification of your Identity and Right to Work in the United States**:
Per the Immigration Reform and Control Act of 1986, the University is required to confirm your identity and right to work in the United States. To meet this requirement, employers must have a completed Form I-9 for every employee.

**You will be asked to complete Section 1 of the Form I-9 during the electronic onboarding process.** When you begin work, you must bring in the appropriate documentation in order for us to complete the I-9 process. It is helpful if you bring this documentation on your first day of work, but it must be presented no later than the third day after you begin work. For your information, the Lists of Acceptable Documents that can be presented for this purpose can be found in the Form I-9 Instructions (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents). You are required to bring either one (1) document from List A, or one (1) document from List B and one (1) document from List C. All documents used for I-9 purposes must be original. **Submit Documents for Form I-9 Section 2:** Form I-9 Section 2 must be completed in person. See the Onboard@Penn website for additional details and to schedule an appointment. Proceed to Onboard@Penn (3425 Walnut St.) with unexpired, original documents. For employees who work outside Pennsylvania, New Jersey, and Delaware, please see the Onboard@Penn website for remote Form I-9 instructions.

**Provide Verification of your Social Security Number**:

The University uses the Social Security Administration's Social Security Number Verification Service (SSNVS) to verify the Social Security Number of each new hire for payroll purposes. You are expected to present your original Social Security Card if you are using it as one of the documents to complete your Form I-9 (or a copy of your Social Security Card if it is not one of the documents used to complete your Form I-9) when you begin working so that your Social Security Number can be verified through the SSNVS. If you have misplaced your Social Security Card and need a replacement, you can apply for a replacement card at your local Social Security Administration office. You also may be able to apply for a replacement card online. See https://www.ssa.gov/ssnumber/ for additional information. The Social Security Administration office closest to the University is located at 2 PENN CTR, STE 2000B, 1500 JFK BLVD, PHILADELPHIA, PA 19102. For information regarding other Social Security Administration offices, visit the Social Security Administration Office Locator at https://secure.ssa.gov/ICON/main.jsp.

**Penn COVID-19 Response**:
Consistent with changing regulation by the City of Philadelphia, the University of Pennsylvania will lift its COVID-19 vaccine requirement for its students, faculty and staff. This decision is guided by current science, campus data, and national trends in higher education settings. Given the vaccine requirement in healthcare settings, students and employees from our health schools should consult with their hiring department for COVID-19 vaccine requirements. The University still strongly encourages every member of our Penn community to stay up to date on COVID-19 immunizations. As an employee, you will be expected to comply with all aspects of the program, which may be updated from time to time.

For the latest information about Penn's COVID-19 response, visit the Penn COVID-19 Response website at https://coronavirus.upenn.edu.

ADDITIONAL RESOURCES:

- **Receiving your Pay:** finance.upenn.edu/payroll-taxes

- **Handbook for Faculty and Academic Administrators:** catalog.upenn.edu/faculty-handbook

- **PSOM Office of Academic Affairs (OAA):** https://www.med.upenn.edu/oaa/

- **PSOM Policies and Guidelines:** https://www.med.upenn.edu/oaa/policies-and-guidelines/
  - This webpage has been curated for PSOM Faculty and includes reference to a number of policies including:
    - Conflict of Interest
    - Employment Status (Leaves, Reductions, and Retirement)
    - Professionalism
    - Patent and Tangible Research Property
      - You must read and return the signed Participation Agreement (Appendix A) to your Department Faculty Coordinator

- **Principles of Responsible Conduct:** https://oacp.upenn.edu/oacp-principles/

- **Penn International Student & Scholar Services (ISSS) Office: 215-898-4661 or** global.upenn.edu

- **Track your teaching activity by downloading the PSOM Education Activities Workbook found here** (does not apply to Research Track)**:** https://www.med.upenn.edu/oaa/faculty-career-development/edb-preparation.html

- **Guidelines for PSOM Faculty Mentoring:** https://www.med.upenn.edu/oaa/faculty-career-development/mentoring-center/

- *The Onboarding for Teaching Program* **applies to junior rank faculty on the Tenure, Clinician Educator, and Academic Clinician Tracks:** https://www.med.upenn.edu/oaa/faculty-career-development/onboarding-for-teaching.html