**ONBOARDING OVERVIEW:**

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. If you wish to have this information sent to a different email address, please let us know. You are expected to promptly complete the onboarding process upon receipt of the emails with instructions for doing so. First, 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.

**Penn requires that the following be completed before you may begin working at the University:**

**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/acceptabledocuments>). 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:** Submit documents to Joe Marmo, Onboard@Penn Analyst, via SecureShare. You will need to login to SecureShare using your Pennkey and password. Please note: During normal operations, Part 2 of the Form I-9 must be completed in person at Onboard@Penn. Due to COVID-19, the Department of Homeland Security has given temporary flexibility allowing electronic examination of documents. When this flexibility expires, you will be required to bring your original documents to Onboard@Penn for physical examination within 3 business days. You will receive an email notification when you are required to come to Onboard@Penn, and it is expected that you will comply with that notice within the time period allotted.

**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>.

**RESOURCES:**

**Receiving your Pay:** <https://www.finance.upenn.edu/payroll-taxes/receiving-your-pay/>

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

**Office of Academic Affairs:** [www.med.upenn.edu/fapd](http://www.med.upenn.edu/fapd)

**Penn Medicine Professionalism Statement:** <https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/ProfessionalismInsert.pdf>

**Principles of Responsible Conduct:** [www.upenn.edu/audit/oacp\_principles.htm](http://www.upenn.edu/audit/oacp_principles.htm)

**Conflict of Interest as described in Faculty Handbook Policy II.E.10:** <https://catalog.upenn.edu/faculty-handbook/ii/ii-e/>

**Patent and Tangible Research Property\*:** <https://catalog.upenn.edu/faculty-handbook/iii/iii-e/>

\*You must read and sign the Participation Agreement (Appendix A) included with the patent policy: <https://almanac.upenn.edu/uploads/media/Patent_Policy_Supplement.pdf>

**University’s International Student and Scholar Services (ISSS) Office:** call 215-898-4661 or access: <http://global.upenn.edu/isss>

**University’s COVID-19 Guidance:** To reduce the risk of COVID-19 spreading within the Penn community, faculty, staff, postdoctoral trainees and students who are coming to campus are required to be fully vaccinated against COVID-19 no later than August 1, 2021. Employees of Penn’s health schools must follow any additional school-specific guidelines. We recognize that some individuals will choose not to obtain vaccines for medical and religious reasons, and some may choose not to disclose their vaccine status. **Faculty, staff, and post-doctoral trainees who choose not to be vaccinated or to disclose their vaccination status will be required to participate in PennOpen Pass daily symptom checks and weekly** [**Penn Cares screening testing**](https://coronavirus.upenn.edu/content/faculty-postdocs-and-staff-summer-2021-covid-19-testing-approach)**, as well as to continue to wear masks indoors\*.**

Beginning July 1 PennOpen Pass enrollment is strongly recommended for everyone, but the daily use of [**PennOpen Pass**](https://pennopen.med.upenn.edu/) is required for employees who have not reported their vaccine status in Workday. PennOpen Pass will continue to clinically support daily symptom checking for anyone who completes it and monitor required testing compliance for those individuals without vaccine information in Workday.

**\***The University of Pennsylvania Health System (UPHS) is requiring all medical staff to be vaccinated against SARS-CoV2 no later than Wednesday, September 1, 2021. This means having received two doses of the two-dose vaccine or a single-dose vaccine two weeks prior to September 1.

**The following resource applies to faculty on the AC Part-time Track:**

* **Description of the AC Part-time Track:**
<http://somapps.med.upenn.edu/fapd/documents/ext00206.pdf>.

**The following resources may apply to full-time faculty on the Academic Clinician, Clinician Educator, Tenure, and Research Tracks:**

* **Tracking your teaching activity (does not apply to Research Track):**
<https://www.med.upenn.edu/flpd/expectations.html>
* **Extension of the Probationary Period Faculty Handbook Policy II.E.3 (does not apply to AC and Research Tracks):**
[http://provost.upenn.edu/policies/faculty-handbook\](http://provost.upenn.edu/policies/faculty-handbook%5C)
* **Guidelines for PSOM Faculty Mentoring Program:**
<https://www.med.upenn.edu/fapd/docurepo/assets/user-content/documents/pl00021.pdf>

**The following teaching requirements apply to junior rank faculty on the Academic Clinician, Clinician Educator, and Tenure Tracks:**

* **The Digital Welcome\*:** <http://www.med.upenn.edu/flpd/onboarding-for-teaching.html>
* **Teaching at the Perelman School of Medicine 101\*:** <http://www.med.upenn.edu/flpd/onboarding-for-teaching.html>
* **Advance Program\***: <https://www.med.upenn.edu/flpd/workshops/>

\*Completion of the Digital Welcome, PSOM 101, and two electives is required before your first reappointment.