ONBOARDING OVERVIEW & RESOURCES

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 more information, visit: onboard.upenn.edu/home

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 ssa.gov 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.

New Hire Vaccine Guidance: To reduce the risk of COVID-19 spreading within the Penn community, faculty, staff, postdoctoral trainees, and students must receive their final dose of the vaccine two weeks before the first day of employment to be fully vaccinated based on the guidance given to Penn by the Philadelphia Department of Public Health. To begin work, vaccine information must be provided in Workday on the first day of employment. Additionally, all members of the Penn community are required to be enrolled in PennOpen Pass before their first day of work and will be required to complete Gateway testing their first day on campus. For more information on Penn COVID-19 response and to ensure that you are compliant with Penn’s vaccine requirements and the use of Penn Open Pass, visit Penn COVID-19 Response website for the latest information. Failure to comply with Penn’s COVID-19 response as related to Penn Open Pass and Gateway testing on an ongoing basis will result in disciplinary action, up to and including termination.
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**: med.upenn.edu/oaa
- **Penn Medicine Professionalism Resources**: med.upenn.edu/oaa/professionalism/
- **Principles of Responsible Conduct**: upenn.edu/audit/oacp
- **Patent and Tangible Research Property***: catalog.upenn.edu/faculty-handbook/iii/iii-e
  
*You must read and sign the Participation Agreement (Appendix A)*

- **Penn International Student & Scholar Services (ISSS) Office**: 215-898-4661 or global.upenn.edu
- **The following resources may apply to full-time faculty on the Academic Clinician, Clinician Educator, Tenure, and Research Tracks**:
  - Tracking teaching activity (does not apply to Research Track): EDB Preparation Section 3
  - Extension of the Probationary Period Faculty Handbook Policy II.E.3 (does not apply to AC and Research Tracks): med.upenn.edu/oaa/faculty-affairs/extensions
  - Guidelines for PSOM Faculty Mentoring: med.upenn.edu/oaa/faculty-career-development
- **The Onboarding for Teaching Requirement*** applies to junior rank faculty on the Tenure, Clinician Educator, and Academic Clinician Tracks: med.upenn.edu/oaa/faculty-career-development

*Completion of the Digital Welcome, PSOM 101, and 2 electives is required before 1st Reappointment*