☐ Receive email from DocuSign System (dse_na2@docusign.net) with the Subject Line: Direct Hire Form for (your name). The Direct Hire Form is the document that is completed to setup your fellowship stipend payments in the SuccessFactors system. This document is not to hire you as an employee, only to setup your stipend payments. For more information on the difference between a True Fellowship position and an Assistantship position, please visit: https://www.purdue.edu/gradschool/fellowship/resources-for-current-fellows/fellowships-vs-assistantships.html
  o Contact your Employment (Payroll) Center if you have not received this email by two weeks prior to your start date.
  o Please complete the first portion of the Direct Hire Form titled Direct Hire Information and click finish.

☐ Receive email from system@successfactors.com with the with the Subject Line: Next Step for Hire to complete onboarding. This is sent to you after you have been successfully added to SuccessFactors and have an active profile. Once you receive this information, you will be able to access SuccessFactors to setup your Direct Deposit information.
  o Helpful instructions to setup your Direct Deposit can be found here: https://www.purdue.edu/hr/workpurdue/workESS.php (Please do not complete this until you have a U.S. bank account and U.S. address)

☐ If you are an **international student:**
  o Receive email from Purdue Tax Office (support@online-tax.net) with the subject line: Payments from Purdue University. Each international graduate student is required to complete the Glacier Tax Summary Report. Glacier is an online tax compliance system. Failure to complete this step can result in inaccurate tax withholding that may need to be adjusted on a future payroll, impacting the amount of the paycheck. The employee's Social Security Number (SSN) is required to complete the Glacier step. If you don't have an SSN, the Employment Center will help you start the request process as part of your Employment Verification meeting.
  o Complete the Glacier Tax Summary Report with ALL forms printed from your Glacier account. GLACIER is a secured web-based Nonresident Alien (NRA) tax compliance system that foreign visitors can use to provide their immigrant and tax data via the internet 24 hours a day. GLACIER helps determine tax residency, withholding rates and income tax treaty eligibility.
  o Once completed, if a tax treaty with the employee's home country exists, it will be populated in their record. If you did not receive an email from the Tax Office, please contact them at intlhires@purdue.edu.

- o Note, if an individual already has a Glacier account, a new email will not be sent but the individual still needs to access the system to update information for their new assignment.
- o You can provide the completed documents to your Employment (Payroll) Center or send it to the Tax Office (see delivery instructions on page two of the printed Glacier documents).

☐ Review pay schedule and other information online.

☐ Review Benefit information and open enrollment processes for general information. The specific fellow enrolment link can be found as a link from that page or by clicking here.

☐ Attend departmental, college or university orientation sessions.

Please contact your Employment (Payroll) Center with additional questions.