Graduate Payroll Onboarding Process Map

*Overview for New Grad and Fellow Appointments**

Candidate - Accepts Offer

SuccessFactors generates an email to the employee with specific onboarding directions for completing the new hire wizard*

Email could take 2-3 weeks; if not received by one week prior to start date, contact the issuer of the offer or your Employment Center.

Graduate Staff – Pre-Hire

Completes required action items including Section One of the I-9/Employment Eligibility Verification

Schedule appointment with payroll center!!

INTERNATIONAL STUDENTS need their local address to complete this step

Employment (Payroll) Center

Meets with graduate staff and completes Section 2 of the I-9/Employment Eligibility Verification

NOTE: Original, actual (physical) documents are required!!

Domestic Student: PROCESS COMPLETE

International Student: PROCESS CONTINUES

Tax Office/Glacier System

When I-9 is submitted, Employee receives an email to complete their Glacier Record

Tax office team reviews, follows up as needed or finalizes the documents

International Student: PROCESS COMPLETE

Provided for reference purposes only; see Grad New Hire Checklist for detailed instructions.