*Congratulations on your new role at Penn! Since (School/Center) is among the first wave of participating organizations in Onboard@Penn, Penn’s new onboarding center, you will complete some of your onboarding tasks at the new center including:*

* *completing part 2 of your I-9 form*
* *verifying your social security number*
* *collecting your W-4*

*In order to complete these tasks please visit* [*www.onboard.upenn.edu*](http://www.onboard.upenn.edu) *to schedule your appointment as soon as possible. Onboard@Penn is located at 3425 Walnut Street.*

*If you have not completed part 1 of your I-9 form please go to* [*www.hr.upenn.edu/I9*](http://www.hr.upenn.edu/I9)*, select* ***[Hiring Officer: Insert appropriate School/Center here.]*** *from the dropdown box and complete Section 1 of the I-9. When you come in for your appointment with Onboard@Penn, 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 or before your start date, but it must be presented no later than the third day after you begin work. For your information, I have attached a list of acceptable documents for this purpose. You may also refer to this website:* [*https://www.uscis.gov/i-9-central/acceptable-documents*](https://www.uscis.gov/i-9-central/acceptable-documents)*.*