

First Name: _____ Last Name: _____ PUID: _____

Domestic Assistantship Graduate Payroll Orientation Checklist

You must bring this completed checklist to Graduate Payroll Orientation. **If any item in sections A & B is not completed, you will need to complete them before going through the orientation.**

A. Pre-Orientation Steps Completed

- ☐ New Hire Wizard (should have received an email from Purdue HR with instructions)
- ☐ Keep password used to complete New Hire Wizard, may need to use it again at GPO
Password _____

B. Original and Unexpired Documents Required

- ☐ Purdue University Offer Letter
 - ☐ One (or more) documents from List A for Electronic I-9 Process
- OR**
- ☐ One document from List B and one document from List C for Electronic I-9 Process

Required Steps to Complete After GPO

- ☐ Health Insurance enrollment/exemption by September 9, 2019 at 5pm
- ☐ Get Boiler Key: Use link <https://www.itap.purdue.edu/> & select "Sign up for BoilerKey"