



Completing New Hire Wizard

Completing New Hire Wizard Quick Reference Guide

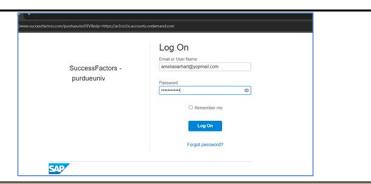
Last Updated: 06/10/2025

This quick reference outlines the steps required to complete the New Hire Wizard which collects your personal information, banking information and Form I-9 Section 1.

Receive Welcome Email Welcome Letter <ias@notifications.sap.com> Thursday, May 15, 2025 1:33:10 PM Purdue University Receive Welcome E-mail. Dear John Jones Click New Hire Wizard and use Congratulations, and welcome to Purdue University! With unrivaled pride and unlimited username (your email address) potential, we're on this path together. provided to create password. To begin your onboarding process, please set up your New Hire Wizard. Please retain your password for your records, as you may need it to access your New Hire Wizard later in the Please note and remember username Our New@Purdue, https://www.purdue.edu/hr/neo/index.php website provides step-by-step and password. instructions on how to complete the New Hire Wizard, what to expect during your onboarding process, and more. Please on this webpage to familiarize yourself with the New Hire Wizard and to answer questions. Please note: After you complete all documentation within your New Hire Wizard, you will need to attend a meeting (either in person or virtual) to show your proof of identity and work authorization within If you must return to the New Hire three business days from your start date. Please see the New Employee website for further Wizard, use the 'here' link towards the details on what original documentation can be presented and how to schedule an appointment. bottom of the email Please note: virtual appointments require that you have your camera on. After you activate your account, log back in by clicking here. Your username is 10090614. Please keep this email throughout your onboarding process as it contains important links. This email may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this email in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation. **Activate Your Account** Activate Your Account To begin using your account for User Profile, set a password below Tell Us About Yourself Create your password and then Log Last Name * Earhart on SAP

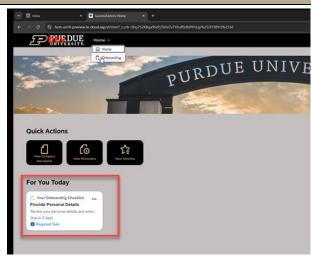


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Complete Onboarding Checklist - Onboarding Data Collection

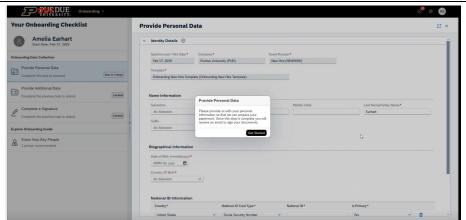
Click **Provide Personal Details** tile – Your Onboarding Checklist



Click Get Started

Please Note:

As you complete items they will show as 'completed' on the menu and additional tasks will populate





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Please complete all required fields. Onboarding New Hire Template (Onboarding New Hire Template) Most required fields have an asterick (*). If you submit and information is First Name/Given Name* Last Name/Family Name* missing, it will not allow you to move No Selection on and provides information as to what needs completing. **Biographical Information** Please Note: Date of Birth (mm/dd/yyyy)* MMM dd, yyyy 📋 Validate and edit name to ensure it is your US legal name (if you are an international student it is the name on your I-6 2 3 4 5 6 7 8 National ID Card Type* National ID* 20 or DS-2019 form) Social Security Number 8 16 17 18 19 20 21 22 National ID is your Social 9 23 24 25 26 27 28 1 Security Number. Include 2 3 4 5 6 7 8 dashes. If you do not have a Social Security Number yet, please remove this section by clicking the trash can. Having a Social Security Number on file is federally required. If you have one, you must enter it. Country* National ID Card Type* For guidance regarding obtaining a ✓ Social Security Number Social Security Number, please refer to Government and Agency Resources | ISS (purdue.edu) Once you have the Social Security Number, please reach out to your Employment Center for next steps. Disclosed Veteran Category Continue to scroll and complete Date of Separation from Military Service fields, as applicable. MMM dd, yyyy Show 6 more fields Please click Show 6 more fields to Add Global Information continue.

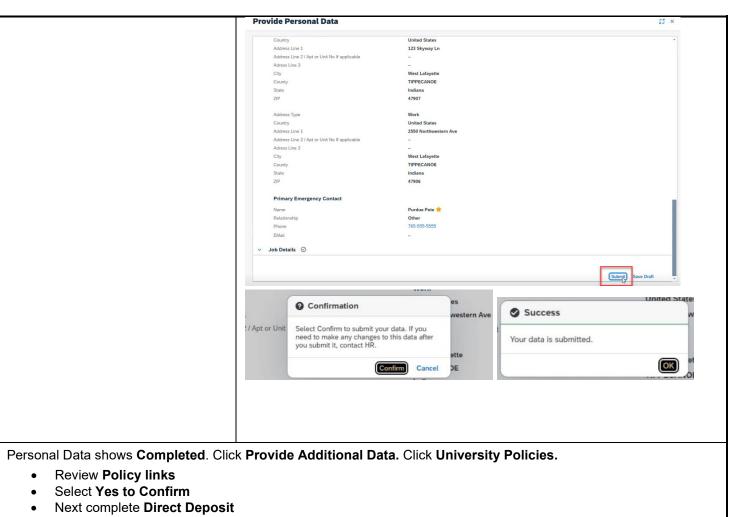


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The email address you provided Email Information Email Type* initially will be prepopulated. Please Personal keep this email as is. Phone Type * If you need to add another Phone Cell Number or Email Address, click Add Add to add another line. Only one per v Home section can be the primary option. United States Address Type* Please enter your phone number without dashes. Address Line 1* 123 Skyway Ln Address Line 2 / Apt or Unit No If applicable v Work Country* United States Address Type ★ 2550 Northwestern Ave Address Line 2 / Apt or Unit No If applicable Review/update home address. West Lafayette County* No Selection D You will need to provide an emergency contact and emergency contact phone number. Primary Emergency Contact Click Continue Click Submit Click Confirm Edit details Add Primary Emergency Contact **Please Note:** Click Save Draft if you need to leave this taks and log in later. This will save your information.



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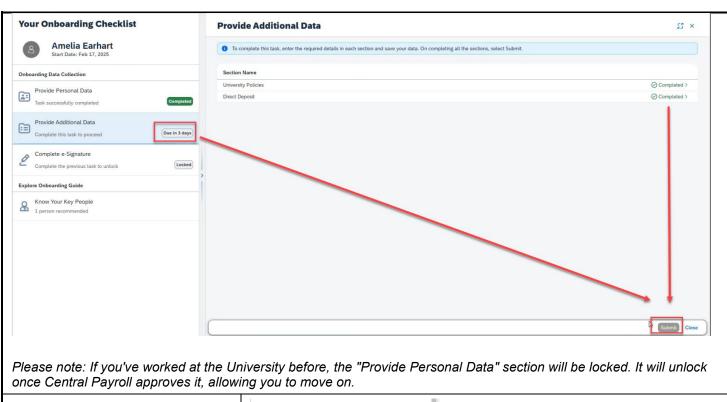
- o It must be a financial institutue within the United States.
- Can add up to 3 accounts



When both sections are completed, click Submit. It will not show complete until Submit is clicked.



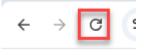
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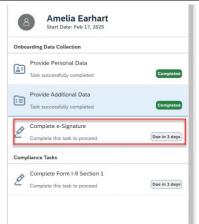


Next, click Complete e-Signature.

Please Note:

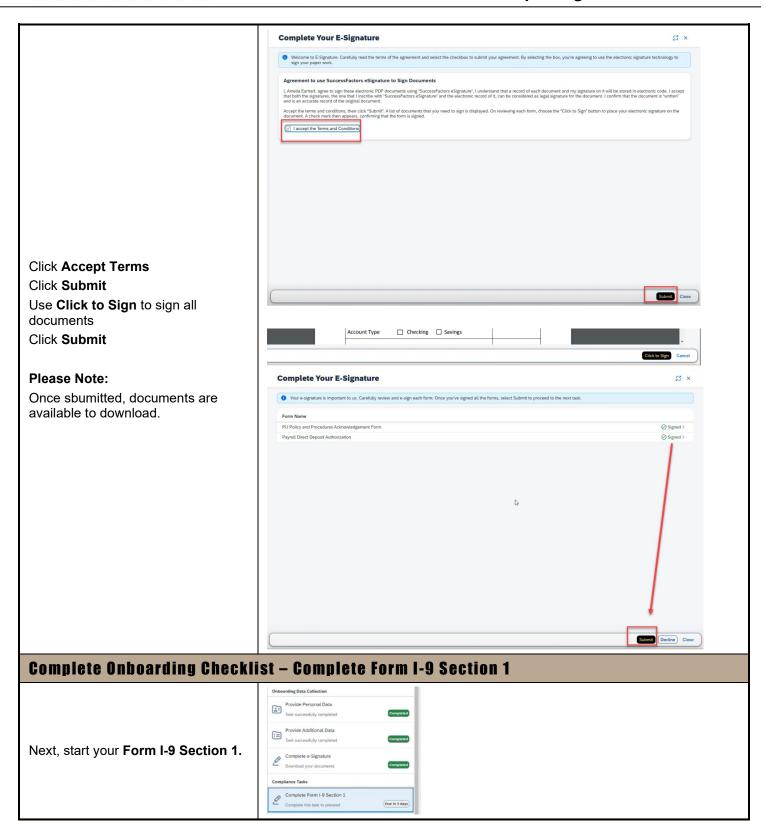
Click 'Refresh' from your browser if e-Signature is not available yet.







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Complete Section 1 of Form I-9 Form I-9, Section 1 Please carefully read the Department of Homeland Security's Form I-9 Instructions before completing this form. Employees must complete and sign Section 1 of the Form I-9 no later than the first day of employment, but not before accepting a job offer. Instructions for the Form I-9 PDF available at views useful government. But not before accepting a job offer. Instructions for the Form I-9 PDF available at views useful government. Complete Form I-9, Section 1 The pre-populated fields cannot be updated here. If required, you can update these fields using the Employee Profile page after the start date. Please Note: dle Initial (if any) ③ First Name (Given Name)* ③ N/A Contact your Employment Center or Last Name (Family Name)* ① Other Last Names Used (if any) ② PNW Human Resources or PFW Employee's Telephone Number Employee's E-mail Address (?) Human Resources if changes are required to fields you can't edit such as Name, SSN, etc. Social Security Number Submit Type of Citizenship * Complete Type of Citizenship I am aware that federal law provides for imprisonment, or fines, or both for false statements or use of false docul attest, under penalty of perjury, that I am (check one of the following boxes): Fields will populate based on A citizen of the United States ③ what is selected. A populitizen national of the United States (2) Use the List of Acceptable A lawful permanent resident ② **Documents** for more information A noncitizen authorized to work FYI: Country of Issuance is the Country listed on the front of the foreign passport ▲ Warning: Employment Authorization Expiration Date Required.
An employment authorization expiration date is required from all employees except refugees, asyless, certain citizens of Federated States of Micronesia, the Republic of Marshall Islands, or Palau, and other nonorizers whose employment authorization does not have an expiration date. (the Country the passport is from) Noncitizens authorized to work must provide one of the following document numbers to complete this form: A noncitizen registration number (your USCIS A-Number), a Form-94 Admission Number, or a Foreign Passoort number. Continue to scroll Form I-9, Section 1 Upload Employment Eligibility Verification Documents List A: Identity And Employment Authorization Upload Employment Eligibility Verification Document(s), based List B: Identity List C: Employment Authorization on the items selected above **Please Note:** Only upload what is required; additional uploaded documentation By signing this form, you attest under penalty of perjury(28 U.S.C. §1746) that the information you provided, along with the citizenship or immigration status you select is not needed ete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.* Uploaded documents show as Attachments Attachments (1) uspassportcard.jpg 170.1 KB



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Click the caret and then One or Preparer and Translator Certification * more preparers... only if someone else helped you with this Form. One or more preparers, translators, or both helped you hith completing this form. Leave the selection as is it you completed everything on your own. **Employee's Attestation Statement** By signing this form, you attest under penalty of perjury(28 U.S.C. §1746) that the information you provided, along with the citizenship or immigration status you selected, and a information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be Click to acknowledge the subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.* **Attestation Statement** Review information Click Submit o Click Ok Submit Once this is done, an e-Signature task will populate towards the bottom. After submitting - you still Provide Additional Data have to sign the documents! Task successfully completed Complete e-Signature Once the documents are signed -Download your documents you'll notice the onboarding checklist has all green completed signs. Complete Form I-9 Section 1 Congratulations, the New Hire Download your documents Wizard is complete! Complete e-Signature on Compliance Forms

Please Note:

- Once forms are completed, they cannot be edited within the New Hire Wizard (Onboarding Checklist). Once
 hired, most things can be edited or updated in SuccessFactors through your Employee Profile. Learn more here:
 https://www.purdue.edu/hr/workpurdue/workESS.php
- Your Employment Center or PNW Human Resources or PFW Human Resources can help answer questions.
- During your first week, access SuccessFactors to complete your tax forms. Learn more here: https://www.purdue.edu/hr/neo/index.php or here https://www.purdue.edu/hr/neo/index.php or here https://www.purdue.edu/hr/neo/index.php or here https://www.purdue.edu/hr/neo/index.php or here https://www.purdue.edu/hr/workpurdue/workESS.php

Task successfully completed