

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

Receive Welcome E-mail.

Click **New Hire Wizard** and use **username (your email address)** provided to create password.

Please note and remember username and password.

Please note:

If you must return to the New Hire Wizard, use the **'here'** link towards the bottom of the email

Welcome Letter

<ias@notifications.sap.com>

Thursday, May 15, 2025 1:33:10 PM



Dear John Jones,

Congratulations, and welcome to Purdue University! With unrivaled pride and unlimited potential, we're on this path together.

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 process.

Our New@Purdue, <https://www.purdue.edu/hr/neo/index.php> website provides step-by-step 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.

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 three business days from your start date. Please see the [New Employee website](#) for further details on what original documentation can be presented and how to schedule an appointment. 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

Create your password and then Log on

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

Please complete all required fields. Most required fields have an asterick (*).

If you submit and information is missing, it will not allow you to move on and provides information as to what needs completing.

Please Note:

1. 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-20 or DS-2019 form)
2. National ID is your Social Security Number. Include 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.

For guidance regarding obtaining a 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.

Continue to scroll and complete fields, as applicable.

Please click **Show 6 more fields** to continue.

The email address you provided initially will be prepopulated. Please keep this email as is.

If you need to add another Phone Number or Email Address, click **Add** to add another line. Only one per section can be the primary option.

Please enter your phone number without dashes.

Email Information

Email Type *	Email Address *	Is Primary *
Personal	ameliaearhart@yopmail.com	Yes

Phone Information

Phone Type *	Phone Number *	Extension	Is Primary *
Cell	765-867-5309		No Selection

Home

Country *
United States

Address Type *
Home

Address Line 1 *
123 Skyway Ln

Address Line 2 / Apt or Unit No If applicable

Review/update home address.

Work

Country *
United States

Address Type *
Work

Address Line 1 *
2550 Northwestern Ave

Address Line 2 / Apt or Unit No If applicable

City *
West Lafayette

County *

State *
No Selection

ZIP *

You will need to provide an emergency contact and emergency contact phone number.

Click **Continue**
Click **Submit**
Click **Confirm**

Please Note:

Click *Save Draft* if you need to leave this task and log in later. This will save your information.

Primary Emergency Contact

Name *	Relationship *	Phone *	Email
Purdue Pete	Other	765-555-5555	

Primary *
Yes

Continue

Submit **Save Draft**

Provide Personal Data

Country	United States
Address Line 1	123 Skyway Ln
Address Line 2 / Apt or Unit No If applicable	-
Address Line 3	-
City	West Lafayette
County	TIPPECANOE
State	Indiana
ZIP	47907

Address Type	Work
Country	United States
Address Line 1	2550 Northwestern Ave
Address Line 2 / Apt or Unit No If applicable	-
Address Line 3	-
City	West Lafayette
County	TIPPECANOE
State	Indiana
ZIP	47906

Primary Emergency Contact

Name	Purdue Pete ★
Relationship	Other
Phone	765-555-5555
E-Mail	-

Job Details

Submit Save Draft

Confirmation

Select Confirm to submit your data. If you need to make any changes to this data after you submit it, contact HR.

Confirm Cancel

Success

Your data is submitted.

OK

Personal Data shows **Completed**. Click **Provide Additional Data**. Click **University Policies**.

- Review **Policy** links
- Select **Yes to Confirm**
- Next complete **Direct Deposit**
 - It must be a financial institutue within the United States.
 - Can add up to 3 accounts

Your Onboarding Checklist

Amelia Earhart
Start Date: Feb 17, 2025

Onboarding Data Collection

- Provide Personal Data
Task successfully completed **Completed**
- Provide Additional Data
Complete this task to proceed **(Due in 3 days)**
- Complete e-Signature
Complete the previous task to unlock **Locked**

Explore Onboarding Guide

Provide Additional Data

To complete this task, enter the required details in each section and save your data. On completing all the sections, select Submit.

Section Name	
University Policies	Pending >
Direct Deposit	Pending >

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

Your Onboarding Checklist

Amelia Earhart
Start Date: Feb 17, 2025

Onboarding Data Collection

- Provide Personal Data
Task successfully completed Completed
- Provide Additional Data
Complete this task to proceed Due in 3 days
- Complete e-Signature
Complete the previous task to unlock Locked

Explore Onboarding Guide

- Know Your Key People
1 person recommended

Provide Additional Data

To complete this task, enter the required details in each section and save your data. On completing all the sections, select Submit.

Section Name	
University Policies	Completed >
Direct Deposit	Completed >

Submit Close

Please note: If you've worked at the University before, the "Provide Personal Data" section will be locked. It will unlock once Central Payroll approves it, allowing you to move on.

Next, click Complete e-Signature.

Please Note:

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



Amelia Earhart
Start Date: Feb 17, 2025

Onboarding Data Collection

- Provide Personal Data
Task successfully completed Completed
- Provide Additional Data
Task successfully completed Completed
- Complete e-Signature
Complete this task to proceed Due in 3 days

Compliance Tasks

- Complete Form I-9 Section 1
Complete this task to proceed Due in 3 days

Click **Accept Terms**

Click **Submit**

Use **Click to Sign** to sign all documents

Click **Submit**

Please Note:

Once submitted, documents are available to download.

Complete Your E-Signature

Welcome to E-Signature. Carefully read the terms of the agreement and select the checkbox to submit your agreement. By selecting the box, you're agreeing to use the electronic signature technology to sign your paper work.

Agreement to use SuccessFactors eSignature to Sign Documents

I, Amelia Earhart, agree to sign these electronic PDF documents using "SuccessFactors eSignature". I understand that a record of each document and my signature on it will be stored in electronic code. I accept that both the signatures, the one that I inscribe with "SuccessFactors eSignature" and the electronic record of it, can be considered as legal signature for the document. I confirm that the document is "written" and is an accurate record of the original document.

Accept the terms and conditions, then click "Submit". A list of documents that you need to sign is displayed. On reviewing each form, choose the "Click to Sign" button to place your electronic signature on the document. A check mark then appears, confirming that the form is signed.

☒ I accept the Terms and Conditions

Submit Close

Account Type ☐ Checking ☐ Savings

Click to Sign Cancel

Complete Your E-Signature

Your e-signature is important to us. Carefully review and e-sign each form. Once you've signed all the forms, select Submit to proceed to the next task.

Form Name

PU Policy and Procedures Acknowledgement Form Signed >

Payroll Direct Deposit Authorization Signed >

Submit Decline Close

Complete Onboarding Checklist – Complete Form I-9 Section 1

Next, start your **Form I-9 Section 1**.

Onboarding Data Collection

Provide Personal Data
Task successfully completed Completed

Provide Additional Data
Task successfully completed Completed

Complete e-Signature
Download your documents Completed

Compliance Tasks

Complete Form I-9 Section 1
Complete this task to proceed Due in 3 days

Complete Form I-9, Section 1

Please Note:

Contact your [Employment Center or PNW Human Resources or PFW Human Resources](#) if changes are required to fields you can't edit such as Name, SSN, etc.

Complete Section 1 of Form I-9

Form I-9, Section 1
Form I-9 Employment Eligibility Verification

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 www.uscis.gov/i-9.

Employee Information *

The pre-populated fields cannot be updated here. If required, you can update these fields using the Employee Profile page after the start date.

Personal Information

First Name (Given Name) * Middle Initial (if any)

Last Name (Family Name) * Other Last Names Used (if any)

Employee's Telephone Number Employee's E-mail Address

Date of Birth (mm/dd/yyyy) *

Social Security Number

SSN

Complete Type of Citizenship

- Fields will populate based on what is selected.
- Use the [List of Acceptable Documents](#) for more information
- FYI: Country of Issuance is the Country listed on the front of the foreign passport (the Country the passport is from)

Continue to scroll

Type of Citizenship *

I am aware that federal law provides for imprisonment, or fines, or both for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States
- ☐ A lawful permanent resident

USCIS A-Number

Identification Number

- ☒ A noncitizen authorized to work

Is there an expiration date for your work authorization? *

- ☐ Yes ☐ No

Warning: Employment Authorization Expiration Date Required.
An employment authorization expiration date is required from all employees except refugees, asylees, certain citizens of Federated States of Micronesia, the Republic of Marshall Islands, or Palau, and other noncitizens whose employment authorization does not have an expiration date.

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 Passport number.

Upload Employment Eligibility Verification Document(s), based on the items selected above

Please Note:

Only upload what is required; additional uploaded documentation is not needed

Uploaded documents show as Attachments

Form I-9, Section 1

Form I-9 Employment Eligibility Verification

Upload Employment Eligibility Verification Documents

List A: Identity And Employment Authorization

Select the Documents Presented *

OR

List B: Identity

Select the Documents Presented *

AND

List C: Employment Authorization

Select the Documents Presented *

Preparer and Translator Certification *

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 all 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 subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form. *

Upload Employment Eligibility Verification Documents *

Attachments (1)

[Add](#)

 uspassportcard.jpg
170.1 KB

Click the **caret** and then **One or more preparers**. . . *only* if someone else helped you with this Form. Leave the selection as is if you completed everything on your own.

- Click to acknowledge the **Attestation Statement**
- Review information
- Click **Submit**
 - **Click Ok**

Once this is done, an e-Signature task will populate towards the bottom. After submitting – you still have to sign the documents!

Once the documents are signed - you'll notice the onboarding checklist has all green completed signs.

Congratulations, the New Hire Wizard is complete!

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/workpurdue/workESS.php>