

Temporary Payroll Number for International Students

An international student, who is seeking employment with a Penn department, is required to complete the Social Security: On-Campus Work Authorization for F-1 Students. Parts B and C must be completed by Penn Hiring Department/Supervisor.

Before you create a personnel/payroll record for the student, you must call Human Resources/Records at 898-6176, in order to obtain a temporary identification number for the personnel/payroll system. You may NOT use any other identification number, such as, a student's Canadian Insurance Card, Canadian Social Security Number, or the number assigned to the student by the Registrar's Office.

Once the student receives a valid Social Security Card, photocopy the card and forward it to Human Resources/Records, 527A, 3401 Walnut St./6228. The Social Security Number will replace the temporary identification number on the personnel/payroll system.