

## International Employee Reminders

See below for International Employee Reminders. You can click on one of the subjects below and it will take you to that place in the document

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- Those International Employees that do not yet have a Social Security Number can be setup in Banner with a Temporary SSN
- They must provide an SSN Application Letter from the Social Security Administration Office to show they have applied for an SSN before they will be setup in Banner
- Department can submit EPAF after SSN Application Letter is received by HR
- Information on what International Students, Employees and Visiting Scholars need to apply for their Social Security Number in Lewiston, Idaho
- Included is the address, phone #, hours and a map of the Social Security Administration in Lewiston
  - Note: it is one page, so it prints nicely!

### | International Authorization Expiration.....Page 3 |

- Information on International Employees when they are close to their Employment Authorization Expiration Date
- Details the process and how to check for these instances within PEAEMPL
- It also details the steps for the International Employee to renew their Employment Authorization (when they have updated documentation)

\*To return you will see a **GOLD** box like this one:

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Simply click on it and it will return you to this page!

Any questions can be directed to

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## International Employee Social Security Number (SSN) Application

There are two steps for the Social Security Number (SSN) Application: (1) International Paperwork at Human Resources and (2) Visiting the Social Security Administration Office in Lewiston, Idaho. For most international students and visiting scholars, they will have the International Paperwork, but may need to collect additional paperwork (e.g. Offer Letter, J-1 Visiting Scholars release form, etc.)

### Step # 1 – International Paperwork

#### STUDENTS

- ✓ Passport, Visa and I-94 documentation (printed from <https://i94.cbp.dhs.gov/>)
- ✓ **I-20** (F1 Students – Degree Seeking) OR **DS-2019** (J1 Exchange Students)
- ✓ Offer Letter – Letter must meet specific SS requirements (copy available by request). Letter can be signed by anyone in the department, including Administrative Assistants. Written / Signed letter must be then taken to IPO for a Designated School Official (DSO) stamp

#### VISITING SCHOLARS (J-1)

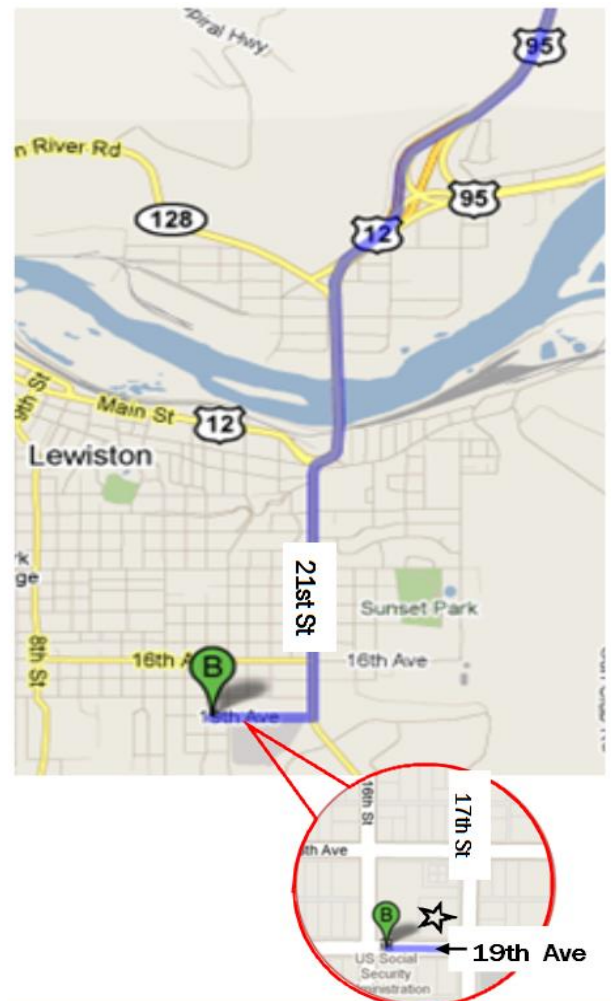
- ✓ Passport, Visa and I-94 documentation (printed from <https://i94.cbp.dhs.gov/>)
- ✓ **DS-2019** (J-1 Exchange Scholars / Professors)
- ✓ Memo from IPO (IPO Staff to issue)
- ✓ J-1 Visiting Scholars must check in with IPO before their paperwork can be processed by Human Resources. IPO will issue a “release” form to verify that they have checked in. Human Resources must see that letter to process the paperwork

### **Step # 2 – Visit the Social Security Administration Office in Lewiston, Idaho**

- ✓ Address: 1617 19<sup>th</sup> Avenue, Lewiston, ID 83501
- ✓ Phone number = 1-877-405-9796
- ✓ Hours = 9:00 am – 4 pm, Mon, Tues., Thurs., Friday
- ✓ Wednesday = 9:00 am – 12:00 pm

The SSN Application is an **in-person visit**, and they will provide the International Employee with an SSN Receipt. There are 2 steps after they apply for their SSN:

1. Bring the SSN Receipt back to Human Resources as soon as possible
2. When the International Employee receives their Social Security Card, bring it in to Human Resources



## International Authorization Expiration

Remember that International Employees have Employment Authorization that can expire. Look in Banner at PEAEMPL, using the United States Regulatory Tab:

Employee PEAEMPL 8.8.1.10 (\* PROD \*)

ID: VO [ ] [ ]

General Employee **United States Regulatory** Canadian Regulatory

FLSA  
FLSA Indicator: (None) [ ]  
Work Period: [ ] [ ]

I9  
Form Indicator: Temporary [ ]  
Date: 22-AUG-2013 [ ]  
**Expiration Date: 31-JAN-2014 [ ]**

It is based upon their Employment Authorization documents.

The following steps occur within each month:

1. A Reminder E-mail will be sent to the International Employee indicating when the authorization is set to expire (cc to Supervisor, Department / College Personnel). These begin 120 days (4 months) before expiration. \*Emails soon to be integrated into International Programs Office “Sunapsis” program – automation! 😊
  - Escalation for 30 days before – Department will post a Termination EPAF, effective on the expiration date (within the Pay Period of the Authorization Expiration)
  - Extensions can have EPAFs resubmitted – rehire, etc.
  - **Final Email** – Sent from HR Front Desk – 5 days prior to Expiration Date, requests Termination EPAF and notifies Employee to stop working after their Expiration Date
2. Payroll Deductions Terminated – When the International Employee has an Expiration Date within the current calendar year, their Federal & State tax deductions will be terminated by Employment Services (via Payroll Services), effective the next Pay Period
  - This will cause an **\*Intentional error\*** when timesheets are brought up
  - You may see an **\*I9 Error\*** when trying a Reappointment EPAF

The International Employee’s Authorization can be extended by providing documentation to Human Resources (or Off Campus personnel) – their deductions will be reinstated as of the new authorization date, sometimes NOT immediately after the expiration.

Steps for the International Employee to update their Employment Authorization:

1. Bring to HR (or Off-Campus Authorized Personnel): Updated Employment Authorization Documents
2. New or Updated I-9 Employment Authorization Form
  - **\*It Depends\*** upon the International Employee, Visa Type, etc. on whether a new I-9 is needed
3. Updated Tax Paperwork, Tax Deductions (if applicable)
  - Dan Noble, Senior Financial & Employment Services Technician, will produce updated Tax Paperwork and provide information to Payroll for the Tax Deductions to be setup correctly

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