

THE UNIVERSITY OF ROCHESTER
GLACIER Checklist for Foreign National Appointment

This form is an optional resource to aid department administrators in providing their foreign national employees and other payees with information they need to complete their GLACIER record.

Note to foreign national: The maximum rate of US federal income will be withheld from all payments until you complete your GLACIER record and submit your forms for processing. This form is not a guarantee for salary. Correct forms need to be submitted for payment to the HR Service Center or Accounts Payable.

Foreign National Appointee _____ Employee ID _____ Date _____
(last name, first name)

Email address: _____

Part 1: RELATIONSHIP

Multiple positions? YES NO

Part 2: TYPE OF FUNDING

Amt. of payments for calendar year: \$ _____ Change in amt. for calendar year? YES NO

IF the foreign national's relationship with the UR is...	THEN the foreign national should select this category on the GLACIER Relationship screen	IF the foreign national's type of funding is...	THEN the foreign national should select this category on the GLACIER Income Type screen
Scholarship/Fellowship (no service required)	Post Doctorate (0095) Grad Student/Visiting Grad (0999, 0101)	Scholarship/Fellowship (no service required)	Scholarship/Fellowship (no service req'd)
Dept. Funding (service required)	Employee/Staff: <ul style="list-style-type: none"> • Department Fellow (0098) • Resident (0075) • Post Doc Researcher (0093) Visiting Faculty/Visiting Grad (0100) Grad Teaching/Research Assistant <ul style="list-style-type: none"> • Grad Teaching Assistant (0089) • Grad Research Assistant (0103) • Grad Assistant (0105) • Student Assistant (0107) Student Worker/Student Employment	Compensation/Wages (service required)	Compensation/Wages (service required)
Accounts Payable Payment Recipient or Independent Contractor	Guest Speaker	Guest Speaker Fees Research Subject Fees Honoraria Travel Reimbursement when no service required	Honoraria or Guest Speaker Fees
	Consultant	Consulting Fees	Consulting Fee
	Royalty Recipient	Royalties	Royalty Payment
Prize/Award Recipient	Other	Prize or Award	Other

- Please direct any questions about using the GLACIER application to support@online-tax.net
- To contact a UR Nonresident Alien Tax Specialist for assistance, send an email to glacier@hr.rochester.edu or call the ISO (52866), Payroll (52040), AP (53483)
- Access GLACIER at www.online-tax.net