

PROCEDURES FOR NEW INTERNATIONAL STAFF/FACULTY/STUDENTS

Pre-arrival

- Department processes written letters of offers
- Department obtains signed acceptance
- Department sends application for visa to candidates to complete
- Department sends application to ISO for processing www.iso.rochester.edu

Post-arrival

- The international needs to check in at ISO with their visa documents at 40 Celebration Drive, Suite 100 (located at College Town, building 3).
- ISO will input the International's data into Glacier with either their personal or University email address
- The international will need to complete their Glacier record with their relationship type. Then they will need to print their Glacier documents and send them to the Glacier Administrator, University of Rochester, Box 278893, Rochester, NY 14627. All visa documents listed on the tax summary will need to be submitted.

New International Staff/Faculty/Students Receiving Payments

- If the international is to be paid through HRMS, a copy of the ISO work authorization letter is given to the individual and a copy is to be sent with hire paperwork to the HR Service Center **or** directly to the Payroll Office if after hire has taken place.
- The department will complete I-9 with appropriate documents including copies of their passport identification page, visa with I-94 and either EAD card, I-20, I-797 or DS-2019 depending on status.
- PAF, I-9, and visa documents are to be sent to the HR Service Center at 60 Corporate Woods via intramural mail Box 270046 for data entry into HRMS to receive an Employee ID Number
- After 10 days in US, the international must apply for social security number or ITIN at SSA office – ITINS are only eligible for non-service earnings (0095, 6000, 6001, 6002, 6003, 6100, 6101, 6102, and 6103) - not for employment purposes. All other codes will require a social security number to continue payments.
- The Social Security Administration Office is located @ ONE HSBC PLZ STE 1400, 100 Chestnut St, Rochester, New York 14604 OR at 4050 W Ridge Rd, 2nd Floor in Kohl's plaza Rochester, NY 14626. The Office Hours are MONDAY – FRIDAY, 9:00 AM - 4:00 PM for both locations (closed on Federal holidays). When applying for a social security card, the international must bring the Application for a Social Security Card (<http://www.ssa.gov/online/ss-5.pdf>) and documents verifying their immigration status, work eligibility, age and identity.
- The SSA receipt is to be sent with hire form to the HR Service Center **or** directly to the Payroll office if after hire has taken place.

- The department will need to complete the Glacier checklist for the international for both relationship types (income & position). The Glacier checklist (as well as instructions) is located on the payroll website <http://www.rochester.edu/adminfinance/finance/perc.htm>
- If a pay period has been missed, once international is seen active in HRMS, the department will need to process a 211/220 form and send to the Payroll Office (Box 278893). Payment will then be included in next available check; unless an off-cycle check request is submitted (there is a \$30 check processing fee).
- One gratuitous check will be made without a SSN
- 4 total payments or the equivalent of two months will be made if both the ISO and SSA letters are received in Payroll before their SSN is received.
- After a SSA card is received the international will need to sign the card and forward a copy to the Payroll Office via intramural mail Box 278893 – DO NOT FAX OR EMAIL IT
- The international will need to finish completing their Glacier record entering their SSN (www.online-tax.net). They then need to print, sign and send both the tax summary and tax documents via intramural mail to Box 278893. There is no need to *resend* visa documents, unless they were not all received with the hire paperwork. Any questions for Glacier can be directed to glacier@hr.rochester.edu
- The international will need to set up their NetID to gain access to HRMS. To do so, they will need their Employee ID Number (after entered into HRMS) and a SSN. When this information is obtained, the international can create their NetID at <http://www.rochester.edu/its/netid/>
- The international will need to go to the appropriate ID Office (ie, Medical Center or River Campus/ESM) to get their University ID badge.
- Upon gaining access to HRMS (www.rochester.edu/people), the international will have the ability to review compensation, set up direct deposit information, or print paycheck information.

PLEASE NOTE THAT ALL TAXES WILL BE WITHHELD UNTIL GLACIER IS COMPLETED AND TURNED IN TO THE APPROPRIATE PERSON, this includes Federal, State and FICA.

Please note, that no treaty exemptions will be offered to anyone without completing their Glacier record, having a tax payer ID # and all appropriate documentation has been received.