

4.12 FOREIGN NATIONAL CODING AND REQUIREMENT

All questions relating to eligibility of employment should be resolved prior to beginning OEU into PPS. Questions on hiring eligibility should be directed to our campus resource for international students and scholars: [The International Students and Scholars Services \(ISSS\) Office](#), 459-2858.

- ⇒ Nature of stay is **temporary**.
- ⇒ Commonly have F-1, J-1 or H1B Visas, or Employment Authorization Document (EAD)

Glacier is UC's Foreign National tax compliance system. Glacier record is required for all foreign national employees except for Lawful Permanent Residents or WOS appointments. This is a separate requirement from the I-9 documentation.

No Glacier Record Required	Glacier Record Required
U.S. Citizen or National	Foreign Visitors with A, B1, B2, E, F, H, J, K, L, O, P, TN, V, WB and WT visa
U.S. Permanent Resident	Pending U.S. Permanent Resident-Work Permit End Date
Refugees or Asylum status	Pending Refugee or Asylum status - Work Permit End Date
A nonresident alien working out of the U.S	Employment Authorization Document (EAD) – Work Permit End Date

Forms Required:

- [Certificate of Foreign Status for Federal Tax Withholding \(UC W-8BEN\)](#) for **WOS appointments only**.
- Copy of passport (first page)
- Copy of the I-94
- DS 2019, I-20 or I-797
- or -
- Copy of EAD Card

Additional Glacier Forms Required:

- Tax Summary Report
- Tax Treaty Statement if eligible
- Form 8233 if eligible

On-line Entry Update Processing for Hires/Rehires

Academic Divisions and Employment Office update Foreign National hire and rehire actions. EALN screen should be updated as described below:

The citizenship status code should be updated as follows:

- A** Nonresident aliens from Canada, Mexico or South Korea
- X** Nonresident aliens living and working outside the United States
- S** Nonresident student employees from India
- N** Nonresident aliens other than above

- Country of Residence should be updated from Tax Summary Report.

UNIVERSAL ACTIONS

- U.S. Date of Entry should be updated from Tax Summary Report.
- Visa type should be updated according to what is listed on their immigration form such as F1, J1 or H1, and leave blank **only** if there is no category in PPS “F1” Help. OPT and CPT should be updated with F1.
- Work Permit End Date should be updated according to what is listed on their immigration form such as F-1 (I-20), J-1(DS-2019), or H-1(I-797), etc.
- UC W-8BEN Date should be updated with the Tax Summary Report signed date except for WOS appointments. For WOS use the date from UC W-8BEN form.

Tax Summary Report, Tax Treaty Statement, and Form 8233 should be completed by the foreign national individuals through their Glacier record being hired as an employee and sent to the Payroll Office with required documents, for review and update.

The UC W-8BEN form should be filled out completely by foreign national individuals being hired as WOS employee and sent to the Payroll Office with required documents, for review and update.

EMPLOYMENT MUST BE IN COMPLIANCE WITH WORK PERMIT END DATE.

On-line Entry Update Processing for Extensions & Additional Employment

EXTENSIONS OR ADDITIONAL EMPLOYMENT MUST BE IN COMPLIANCE WITH THE WORK PERMIT END DATE.

Additional Employment

When adding any position to a foreign national individual, see [Appendix F, Visa Types and Definitions](#) (Payment Authorization Table) for compliance. This is especially important when adding staff appointments as many visa types are restricted to ONLY academic appointments or ONLY for WOS appointments. Additionally, some visa types do not allow employment at all.

If not in compliance according to the table in [Appendix F, Visa Types and Definitions](#), contact the Payroll Office.

Extension of Employment

When **extending employment** for foreign national individual:

- You should update the work permit end date in PPS.
- Inform the foreign national individual **ASAP** to update their immigration status expiration date in their Glacier record, and bring the updated Tax Summary Report for you to forward to the Payroll Glacier Admin.

W-4 processing for Foreign National Individuals

Academic Divisions and Staff Human Resource Teams can update Foreign National W-4NR information.

- Foreign National Individuals must complete the Glacier W-4 / DE 4 Form
- UC W-4 NR/ DE4 form for WOS appointments **only** (available on the [Payroll website](#)).

If the Foreign National Individual is a Resident Alien for tax purposes (from the Tax Summary Report, Tax Residency Status) than he or she can complete Regular W-4 for their withholdings.

When processing a W-4 for an existing employee, it is important to check his/her citizenship code and visa status.

*Direct any Foreign National questions to
Kulvinder Johl in the Payroll Office at x 9-4203*