International Employee Onboarding Guide

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Agenda

• Case Study

• International Tax Office - Overview of the Onboarding Process
• 2 graduate interns to help Fiscal Services evaluate the potential for internships within its departments
• 1 intern to help with automation development
• Found 3 students very well qualified and interested in the positions
Stormy skies ahead…..

• Great candidates were international students and I had never hired an international student before

• Resources containing info on the international hiring process seemed to be limited
  o What I did find seemed disconnected

• Much of the information listed the international tax office as one of the last steps in the process, so I didn’t talk to them until I was well into the hiring phase
The answers were all there.....

- Much of the confusion I had about hiring international students was cleared up by speaking with the International Tax Office (right in my own unit)
- Mason’s HR team did not have any direct involvement with the students
- Even though there are other groups who must be part of the process, the students all appreciated the detail and guidance from this team when they were finally connected. Further, as part of the project assigned to the two graduate interns, they will be working to ensure early engagement with new interns and approached when there is confusion
Overview of the Onboarding Process

1. STEP 1: Employee gathers necessary immigration documents

2. STEP 2: Application for Social Security Number (SSN)

3. STEP 3: Completion of Employee section of Mason OnBoarding Package

4. STEP 4: Tax status assessment

5. STEP 5: Submission of the tax forms

6. Revisit STEP 2: Social Security Number (SSN) update
1. Verify that the employee will work at MASON’s department, not Sodexo and other contractors/affiliated organizations
2. Send an offer letter to the employee
3. Create the Mason OnBoarding package
4. Submit EPAF
STEP 1: Employee Gathers the Necessary Immigration Documents

- CHECKS IN with Office of International Programs and Services (OIPS) if you are a new student or new employee on a visa sponsored by Mason.
- Gather immigration documents (Passport, I-20/DS-2019 form, I-94 record, other applicable documents, if any).
- Mason non-student J-1 visa holders: Obtains an OIPS letter authorizing them to work on campus.
- Receives an email with the job offer/welcome letter from the hiring department.
STEP 2: Application for SSN*

- Completes On Campus Employment Certification form (OCEC) (F-1/J-1 students), including departments’ and OIPS signatures.
- Obtains an Enrollment Certification (F-1/J-1 students) for the current semester from the Office of the University Registrar through Patriot Web.
- Mason non-student J-1 visa holders: Obtain a letter of authorization from the visa sponsor, like Mason Responsible Officer (RA in OIPS) or a Fulbright Program officer, to apply for a social security number.
- Completes SS-5, Social Security Card Application form.
- Visit Social Security Administration (SSA). Follows OIPS instructions for the application process.
- The Social Security officer provides a receipt stating that the employee will receive your SSN within 2-4 weeks. The employee uploads this receipt along with the immigration documents (see Step 4).

*Employee skips this step if they already have SSN*
STEP 3: Completion of Mason OnBoarding Package

1. Hiring Department sends Mason OnBoarding email with login credentials

2. Employee completes ALL required forms, including Section I of the I-9, indicating that they are “An Alien authorized to work” until the expiration date of the immigration status, or earlier if advised so by OIPS.

3. Upon completion of Mason OnBoarding hiring paperwork online, the employee submits all documents listed above to the International Tax Office team via Dynamic Forms.

4. Books and attends an in-Person I-9 appointment via the online ITO Appointment Booking page.

5. Completes TrueScreen verification.

   Employees can start working after this step is completed. The hiring department should have EPAF submitted to HR by this time.
STEP 4: Tax Status Assessment*

➢ After the International Tax Office fills out Section 2 of I-9 in Mason OnBoarding, the employee and the hiring department will receive the confirmation email, indicating that your Mason Onboarding has been completed.

➢ International Tax Office team will send employee Foreign National Information System (FNIS) email with login credentials.

➢ Employee will complete Foreign National Information Form and consent to receive tax forms online.

* This step is often done immediately after the I-9 appointment for time efficiency.
STEP 5: Submission of Tax Forms

➢ After the International Tax Office (ITO) processes the Foreign National Information Form (FNIF), it sends the employee an email explaining how to download and sign the tax forms from FNIS.

➢ Employee should sign and submit signed tax forms to the International Tax Office team online for the payroll update.
  • Treaty benefits and FICA exemptions are granted at this point.
STEP 5: Social Security Number (SSN) Update

➢ After the employee receives Social Security card in the mail they will:
   1. Update and sign tax forms (see Step 5) with SSN
   2. Submit updated forms to ITO for the e-Verify verification and Banner update.
   3. E-Verify results vary. Tentative Non-Confirmation does not mean that the employee is not eligible to work.
Useful Links

- Your I-94 record: [https://i94.cbp.dhs.gov/I94/#/recent-search](https://i94.cbp.dhs.gov/I94/#/recent-search)
- International Tax Office: [http://fiscal.gmu.edu/internationaltax/](http://fiscal.gmu.edu/internationaltax/)
- Office of University Registrar (Enrollment Certification): [http://registrar.gmu.edu/students/certifications/enrollment-and-degree-certification/](http://registrar.gmu.edu/students/certifications/enrollment-and-degree-certification/)
- Digital version of the guide is located, here: [https://hr.gmu.edu/hr-liaison-network-home/international-employment/](https://hr.gmu.edu/hr-liaison-network-home/international-employment/)
➢ For Mason OnBoarding questions: Human Resources – hr@gmu.edu
➢ For I-9 and tax forms questions: International Tax Office – inttax@gmu.edu
➢ For Immigration questions: OIPS – oips@gmu.edu
➢ For enrollment questions: Registrar Office – https://registrar.gmu.edu/contact/
➢ For Students Accounts information – Student Accounts: https://studentaccounts.gmu.edu/contact/
Recordings and information on future Boot Camps will be posted at https://fiscal.gmu.edu/boot-camp/