



Foreign National Employee Checklist

This guide helps to ensure the foreign national employee will receive their pay timely.

New Hire Employee Checklist

- Foreign National Information Form (FNIF):** This onboarding document should be included for all foreign national employees via the Pre-Hire process in Talent Center. This document helps the foreign national tax team analyze all visa information provided by the employee.
- Part 2 of I-9:** All employees, including foreign nationals, need to complete the 2nd part of their I-9 within the first 3 days of their start date. For any questions regarding the I-9 process, please [contact HR Client Services](#) and select “Human Resources” > “I-9/VISA questions” for assistance.
- Work Authorization Document:** All foreign nationals should have a work authorization document. This is the one of the documents used to complete part 2 of their I-9 and can usually be found in the OIS database. In cases this is not located in the OIS database, the foreign national tax team will reach out to the department for the document to review for taxation purposes.
- Social Security Card:** All foreign national employees should apply for a social security number with Social Security Administration. A temporary SSN is assigned by HR to the employee so they can receive pay while waiting for their social security card. Once received, they should submit a copy to payroll through the [secure link](#).

Current Employee Checklist

- Tax Treaty for current year:** Foreign national employees that qualify for the tax treaty exemption will need to sign and submit a copy of the tax treaty to the Payroll department. The foreign national tax team will provide instructions to the employee for this process.
- Re-verify I-9:** When a foreign national employee has a change in visa information, they should re-verify their I-9 with OHR. Appointments can be made [here](#).
- Annual Tax Treaty:** Foreign national employees that qualify for the tax treaty in the beginning of the tax year will receive instructions on how to sign and submit the new treaty to the Payroll department.
- Tax Forms:** Foreign national employees will receive their Form W-2 by January 31. Foreign national employees that received a tax treaty will receive their Form 1042-S by March 15. Nonresident certificate appointments will also receive a Form 1042-S by March 15. More information on tax forms can be found on the [Year-End Information](#) page on the payroll website.