
FOREIGN NATIONAL TAX FORM AND SECURE DOCUMENT UPLOAD – NEW TO UNIVERSITY/RE-HIRE

1. Department follows Office of International Program (OIP) procedures for obtaining appropriate immigration paperwork for employee to work at Auburn University.
2. Once employee arrives on campus, should check in with OIP. If employee has US Social Security Number (SSN), skip to step #5.
3. If employee **DOES NOT** have a US issued SSN, the department must provide a job offer letter (sample can be found here: http://www.auburn.edu/academic/international/iss/docs/ssn_letter_employer.pdf) for the employee to take to OIP to complete paperwork required to obtain a SSN and a receipt of application. This is typically allowed after being in the country for 10 days.
4. Any employee that will have “SSN applied for” selected on their I-9 must bring a receipt back to the hiring department from the Social Administration showing they have applied for a number.
5. Once the employee has returned their SSN application receipt to the hiring department, direct employee to the Foreign National Tax Form and Secure Document Upload for New Hires/Re-Hires: <http://www.auburn.edu/administration/business-finance/financial/foreign-national-new-hire.html>. ****Banner number is required to complete the form.** If employee does NOT have a Banner number, contact Human Resources at humnres@auburn.edu or if the employee is being hired through Temporary Employment Services, contact testime@auburn.edu. In addition, employee must have Department Contact name and e-mail address to enter on the form so that form can be emailed back to department to complete hiring process.**
Advise the employee they will need their associated immigration and work authorization documents available to upload to the system.
6. Once the employee completes, Tax Compliance will e-mail the legal employment dates to the contact person on the Foreign National Tax Form and Human Resources. **The department must have this email prior to starting the I-9 process. This e-mail must be printed and submitted to Human Resources with New Hire paperwork.**
7. Once the contact on the form receives the email from Tax Compliance, instruct the employee to bring all appropriate original documents necessary to start the I-9 process. For information or assistance regarding the I-9 process please contact humnres@auburn.edu.
8. When the employee receives the Social Security card, they must bring it to the hiring department so the Social Security number can be updated on the I-9 to complete the E-verification process.
9. The Department will then send a copy of the Social Security card through a secure mode of transit (Fax, Campus mail, Secure Document Upload) to Human Resource Records so the Social Security number can be updated in Banner.