Foreign National Tax and Employment Process

Foreign National New Hire or Rehire (no active PEAEMPL)

- Checked in with OIP?
  - Yes: Go to OIP to Check In
  - No: Get SS Letter from Department and take to OIP

- Have Social Security Card?
  - Yes: Get receipt showing application for Social Security Card
  - No: Dept complete top of Foreign Nat’l Tax Form (FNTF) and give to new employee

Employee with Active PEAEMPL, Adding Primary Job

- New employee complete middle part of form
  - New employee emails FNTF to Tax Office at nratax1@auburn.edu

- Tax Office: Are employee immigration docs in Synapsis?
  - Yes: Get docs from employee and load in repository
  - No: Coordinate with OIP to get relevant dates to complete FNTF

Dept Learns of Extension or Change in Immigration Status

- Dept complete top of Change of Status/Extension Form and give to employee

For active employee with active PEAEMPL and active primary job, this process is not necessary when adding a secondary job.

International Employees should only have to visit OIP to 1) Check In, 2) If they have no Social Security Card or 3) have a change in or are extending immigration status

Dept and Employee Complete I-9 Process