

Foreign National Work Authorization Dept Flowchart – NEW HIRE

Employee Accepts Contingent Offer

STATUS TYPES

- **H-1Bs:**
Department must initiate sponsorship, if applicable
- **F-1 and J-1 Students:**
Initial documents issued upon admission.
- **J-1 Scholars:**
Departments must request initial sponsorship
- **Perm Residency:**
AU will sponsor, at the discretion of the hiring department tenure-track and certain permanent positions for Permanent Residency. Visit: http://www.auburn.edu/academic/international/iss/nonimmigrant_employment/permanent-residency.php

If another status is possessed than listed above, contact the division HR Liaison for further guidance and direction.

Office of International Programs

- Office of International Programs issues documents for F-1 and J-1 students, J-1 scholars and H1-B sponsorships (F1 and J1 students and J1 scholars must check-in with the Office of International Programs for SEVIS registration)
- Permanent Residents: provide a copy to the Office of International Programs
- Office of International Programs updates SEVIS records
- For additional information, visit: <https://auburn.edu/international/iss>
- For employees that do not have a social security number issued, please email: intledu@auburn.edu for instructions of applying for a SSN
- For further assistance, email: intledu@auburn.edu
- **IMPORTANT:** Foreign National employees must not perform any work until the legal dates of employment have been established. Working outside of the period of authorization may result in the inability to extend work status in the future.

Office of Tax Compliance

- Employee submits the proper tax compliance form based on current status through on-line form submission for the following:
 1. New Hire
 2. Legal Permanent Resident/Conditional Permanent Resident
- Documentation will be required to be included with the form submission, forms accessible by visiting: <https://www.auburn.edu/administration/business-finance/financial/tax-compliance.html>
- An email that provides Legal Dates of Employment will be sent to the department contact

- **Employee:** Make an appointment with the Onboarding Center to complete the Form I-9 and E-Verify process by calling 334-844-1763 or by visiting: <http://aub.ie/onboardappointment>
- **TES Employee:** Make an appointment with the TES Office to complete the Form I-9 and E-Verify process via <http://aub.ie/tesappointment>

Onboarding Center (or TES Office for TES employees)

- NOTE: As an employee, you have received an email with further instructions on new hire paperwork to be completed during the onboarding process
- Upon completion of the appropriate tax compliance form, a Form I-9 and E-Verify process will be completed by the Onboarding center
- Bring your ORIGINAL documentation to the center at the time of your scheduled appointment
- **IMPORTANT REMINDER:** To ensure Federal compliance, the FORM I9-E-Verify process must be successfully completed no later than your **third** day of employment

Human Resources Records

- Human Resources Records receives the appropriate new hire forms and verifies FORM I-9 and E-Verify completion, including attached documents
- Enters employee record into Human Resources Information System (Banner)

Updating the SS Number:

- NOTE: If an employee that does not have a current SSN, when the new card is received, please contact Onboarding Center to update the Form I-9 record and to finish the E-Verify action.
- A copy of the SS card must be provided to Records via the secure Verifications Documents upload: https://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrrecords.html