

F-1 Staff with CPT or OPT New Hire

* This could be F-1 with CPT or OPT for paid staff positions. An Immigration Status Memo *should* be completed by International Student and Scholar Services as part of on-campus interview protocol for any foreign national, which will identify these individuals prior to their arrival to begin employment.*

1. Position is posted in Cornerstone and follows the guidelines in the Hiring Toolkit.
2. Immigration Status Memo is completed by International Student and Scholar Services (ISSS).
3. Offer is made to potential faculty via offer letter.
4. Request for background check (BGC) is submitted, and the Personnel Action Form (PAF) is sent to HR. HR recommends that this process begin at least one month prior to the semester start. This allows time for the BGC and paperwork to be completed, as well as, entry to ensure access to SOAR, email, and Canvas for the instructors. [Request for Background Check](#)
5. HR then submits the request for a BGC to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. [RedTail Information Sheet](#)
6. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
7. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
 - a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the staff member and if the start date needs to be updated.
8. New hire will report to International Student and Scholar Services (ISSS) for check-in with passport, visa documents (I-20), Employment Authorization Card (EAD), and any dependent family member information (passport and supporting documents), if applicable
 - a. New hire will fill out: Contact Information Sheet
Foreign National Information Form
 - b. Submit passport, visa documents, EAD, and any dependent family member documents to have copies made for file
 - c. ISSS will print two copies of I-94, one for file and one for new hire and dependents, if applicable
 - d. All documents will be scanned and uploaded to ImageNow under the new hire's EmplID/Record
 - e. All pertinent data will be entered into the appropriate panels in SOAR and SOARHR by ISSS
9. ISSS can assist with the application for a Social Security Number (SSN) with the Social Security Administration Office (SSA) if needed at this time.--- Note: most will have SSN already; but, in few instances, SSN processing will need to be completed

- a. If SSN application necessary, ISSS staff member will schedule time to escort new hire to the SSA to submit the application dependent upon hours at the SSA
 - b. ISSS staff member will transport new hire to SSA to submit application
 - c. New hire and ISSS staff member will return to ISSS office to copy, scan, and upload receipt of application for SSN to ImageNow
10. Once employee has Social Security Card or the receipt of application for the SSN, the employee will make an appointment with Moriah Rouse (HR) to complete new hire paperwork and taxes. [Make an Appointment](#)
11. The new hire will be escorted by a staff member from ISSS with the following documents to HR:
 - a. Social Security Card or receipt of application for a Social Security Number
 - b. I9 verification documents—
 - i. Unexpired foreign passport with unexpired I-94 and containing an endorsement of the foreign national's nonimmigrant status, if that status authorizes the foreign national to work for the employer
 - ii. Unexpired employment authorization documents issued by USCIS (Form I-766, I-688, I-688A, I-688B)
 - c. Direct Deposit information
12. Employee Clearance Memo is sent to HR via International Student and Scholar Services (ISSS).
13. Once all paperwork has been submitted, HR will complete the data entry and notify the hiring department of upcoming Staff Orientation and send the hiring department the staff member's ID Form.
****Last step if application for SSN was not necessary****
14. Once the employee receives the original SSN, which should come to the ISSS office, ISSS will scan a copy of the SSN to upload in ImageNow
15. Appointment will be scheduled with HR to bring SSN to HR. [Make an Appointment](#)
*****Last step if application for SSN was necessary*****
16. When final step is reached, ISSS staff member will notify Director of ISSS who will confirm completion of entire process with Controller and Associate Vice President of Human Resources