

H1-B Staff New Hire

* This is for H1-B visa holders with 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 staff 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](#)
 - a. Note: If applicant is applying for H1-B (Not just transferring from another institution), this process could take 9 months to complete. Please consult the H1B Toolkit for more information.
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 make an appointment with Moriah Rouse (HR) to complete new hire paperwork and taxes. [Make an Appointment](#)
9. New hire will check-in at HR with passport, visa documents (I-797 Approval Notice), Employment Authorization Card (EAD), I-94, and any dependent family member information (passport and supporting documents), if applicable
 - a. New hire will fill out: Employee Data Form
Direct Deposit/Additional Information Form
 - b. HR will process information and produce tax documents for employee to sign.
 - c. Employee will passport, visa documents, EAD, I-94, and any other documents requested.
10. HR 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

11. 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 necessary*****

12. Once employee receives SSN, they will need to schedule an appointment with HR to bring SSN to HR. [Make an Appointment](#)