Employee Wage Payments to a Foreign National

Name: ___________________________________________

Date(s) of Employment: ____________________________

When the individual has arrived on campus, complete the following and send to Payroll:

☐ Department creates appointment in OPUS.

☐ Department sends Glacier invite to employee.

☐ Foreign national completes USCIS Form I-9.

☐ Foreign national completes Glacier and sends required forms and document copies to Payroll.

☐ Make a copy of work authorization (Employment Authorization Card, H-1B, TN, etc.).

Pay the foreign national

☐ Department will pick up check from Payroll Office on payday with normal payroll checks. OR

☐ Funds should be directly deposited into foreign national’s U.S. bank account.