

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.

