Entering Citizenship or VISA Information into Template-based Hire in the HCM/Payroll System

When entering a new hire request through Template-Based Hire in the HCM/Payroll System, the HR Preparer must record citizenship or VISA information on the Citizenship Tab.

VISA information must be entered for all Employee Classes (1, 2, 3, 4, 5, 6, 7, 8 and 9), not just for Nonresident Alien Stipend Recipients (Class 9).

Recording VISA information in the HCM/Payroll system on the Citizenship screen is not the same as recording information in the Guardian I-9 System. An HR Preparer is required to input information in both systems. The information in Guardian is used to ensure compliance with Federal rules and regulations. Information into the HCM/Payroll system is used by Payroll Services to apply correct taxability, help University Human Resources accurately identify employees who are not pension eligible, and assist hiring department with meeting the responsibility of keeping track of an employee's eligibility to work on campus.

1.) **Citizenship Information:**
   a. **U.S. Citizen** – If the employee is a U.S. citizen select "Yes". If the employee is not a U.S. citizen, select "No".
   b. **Permanent U.S. Resident (Non-U.S. Citizen)** – If the employee is a Permanent Resident select "Yes". If the employee is not a Permanent Resident select "No".
   c. **If No, Enter Country of Residence** – Enter the employee's US or Foreign Passport information. Click on the magnifying glass to open a search window and select the country where the employee has citizenship from the list.
   d. **Does Person Have a Work VISA** – Select "Yes" or "No" after reviewing the VISA document.

2.) **Visa/Permit Information for Nonresidents:**
   a. **VISA/Permit Type** – Click on the magnifying glass and select the type of VISA issued or applied for.
      (Note: This information comes directly from the VISA documentation provided by the employee.)
   b. **Date of Entry into Country** – This is the initial arrival date when a Non-Resident Alien entered the United States with a VISA.
      (Note: Information appears on the I-94 card)
   c. **VISA/Permit Status** – Click on the drop-down menu and select the appropriate status:
   d. **Status Date** – Enter the start date of the employee's immigration document.
      i. H-1B: "Valid from" date on their Form I-797.
      ii. J-1: "From" Date in box 3 on their Form DS-2019.
      iii. F-1: "Expected to report...no later than" date in item 5 on their Form I-20.
         (Note: If Employee is currently on OPT, use the "Valid from" date which appears on the EAD Card)
      iv. All other visa types – as appropriate.
   e. **Status Expiration Date** – Enter the expiration date of the employee's immigration document.
      i. H-1B: "Valid to" date on their Form I-797.
      ii. J-1: "To" Date in box 3 on their Form DS-2019.
      iii. F-1: "complete studies no later than" date in item 5 on their Form I-20.
         (Note: If Employee is currently on OPT, use the "Card expires" date which appears on the EAD Card)
      iv. All other VISA types – as appropriate.

In addition, if an employee changes VISA type or citizenship status after hire, the Preparer must record the change directly on the Citizenship screen in the HCM/Payroll System and also in the Guardian I-9 system.

Additional Information: A video on how to update citizenship and VISA information directly on the Citizenship screen in the HCM/Payroll system after hire can be found at:
http://rias.rutgers.edu/TrainingLinks/Online/citizenship_demo/citizenship_demo.htm