New International Student Checklist for University Payroll

The following are steps that Civil & Environmental Engineering (CvEEN) students must complete in order to be hired at the University of Utah in a timely manner.

Before Travel:
- Once updated, at isss.utah.edu/orientation, complete Step 1: Spring 2023 Orientation E-Form.
- At the above address, complete Step 2: Watch Optional Webinars for additional information.
- Speak with your faculty supervisor to identify 9 credit hours you wish to enroll in for the upcoming term. Inform the graduate advisor of the courses selected by emailing cveen-graduate@utah.edu.
- Arrive at the University of Utah by December 12th, 2022. If you plan to arrive after this date, please inform the Graduate Advisor.

Upon Arrival:
- Check-in with the Graduate Academic Advisor, Courtney Phillips (2008 MCE) and Administrative Manager, Tiffany Hortin (2003 MCE). You’ll receive the Hiring Letter to use when requesting the On-Campus Work Authorization Request. Bring with you: I-20 or DS-2019, passport, I-94 printout and if you have it, social security card.
- At isss.utah.edu/orientation complete Step 3: Post-Arrival Check-In. Be sure to provide your U.S. address, pay your orientation fee.
- PAYROLL STEP ONE: Login to UAtlas (uatlas.isss.utah.edu) and submit a NEW STUDENT ON-CAMPUS WORK AUTHORIZATION REQUEST E-form (or NEW STUDENT ON-CAMPUS EARLY WORK AUTHORIZATION REQUEST if you will begin working before the start of classes). This is time sensitive - and can delay student pay.
- Complete two online trainings/forms.
  - Online safety training video: https://video-training.coe.utah.edu/
  - Intellectual Property Agreement: Go to: www.hr.utah.edu scroll down to see “New Employees” in the righthand column. Select “Onboarding”. In the “first steps” box select the bottom link labelled Employee Intellectual Property Assignment Agreement. Complete the form titled “Employee Intellectual Property Assignment Agreement (For Non-Benefits Eligible Employees and Student Employees)”
- PAYROLL STEP TWO: When the Work Authorization has been issued ISSS will notify you via email. Stop into their office Union Room 410, as quickly as possible after notification.
  - Send the scanned authorization to t.hortin@utah.edu and Courtney.phillips@utah.edu
  - Once you have retrieved the paper copy document of the Work Authorization you may go to the Social Security Office. Appointments are NOT required (as of 4/7/22). This is time sensitive - and can delay student pay.
PAYROLL STEP THREE: Following your visit to the social security office, email Tiffany to inform her your interview at social security if complete. She will provide for you a link to remotely complete a portion of the I-9 document for U of U payroll.

This is time sensitive- and can delay student pay.

Students may not begin receiving pay until payroll steps 1, 2 and 3 are complete. Payroll will not be back dated.

When you receive your social security card in the mail, stop by to visit Tiffany or Courtney to get a digital copy of this on record.

If you have any questions please contact Courtney Phillips at 801 581-6678.

Sample Work Authorization Letter:

August 9, 2021

To Whom It May Concern:

According to the Code of Federal Regulations, you are an international student that is in status may work on campus twenty hours a week when school is in session and full-time during school breaks and an annual vacation semester.

The student will also need to meet I-9 requirements.

The student has been offered general employment by the University of Utah, a part-time (20 hours per week) position in the academic year.

Please do not hesitate to contact the International Student and Scholar Services office at 801-581-6678 for additional information.

Sincerely,

Sample Hire Letter:

Dear FIRST LAST (s1234567):

The Department of Civil & Environmental Engineering would like to offer you a XXXX position at the University of Utah.

Your employment is summarized as follows:
Job Description: Placeholder text. Placeholder text. Placeholder text. Placeholder text. Placeholder text.
Starting Date: Month Day, Year, or as close to that date as possible
Working Hours: maximum of XX hours per week
Superior Information:
Work Location:
EIN: 00-000000

Sincerely,

Administrative Manager
Civil & Environmental Engineering