<u>New International Student Checklist for University Payroll</u>

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 your 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 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 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.
  - a. Send the scanned authorization to t.hortin@utah.edu and Courtney.phillips@utah.edu
  - b. 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.*
  Bring with you: Hiring Letter, Work Authorization Letter, Original I-20 (request this from ISSS), Passport, and Form SS-5 (https://www.ssa.gov/ssnumber/).

![Department of Civil & Environmental Engineering — THE UNIVERSITY OF UTAH]

Location:	Telephone:	Hours:
175 East 400 South Salt Lake City, Utah 84111	1-866-851-5275	9:00 AM- 4:00 PM

☐ **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:

INTERNATIONAL STUDENT
AND SCHOLAR SERVICES
OFFICE FOR GLOBAL ENGAGEMENT
THE UNIVERSITY OF UTAH

August 9, 2021

To Whom It May Concern:

According to the Code of Federal Regulations ▮▮▮▮▮▮▮ 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.

▮▮▮▮▮▮▮ s currently maintaining an active F-1 visa at the University of Utah and is ▮▮▮▮

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

The student has been offered general on-campus employment by the University of ▮▮▮▮ as a part-time *(20 hours m* *during the academic year)* ▮▮▮▮▮▮▮

Please do not hesitate to contact the International Student and Scholar Services offi additional information.

Sincerely,

▮▮▮▮▮▮▮

Sample Hire Letter:

THE UNIVERSITY OF UTAH

Department of Civil & Environmental Engineering
110 South Central Campus Drive, Suite 2000 Salt Lake City, Utah 84112

August 1, 2022

Dear FIRST LAST (u1234567):

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.

Supervisor Information:

Work Location:

EIN: 00-000000

Sincerely,

Administrative Manager
Civil & Environmental Engineering