Hiring Non-resident Students

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Types of employment

- Most international students are eligible for on-campus employment
- International students are not eligible for work-study opportunities
- International students work on an hourly basis, or as Student Academic Appointees
What’s at stake?

- The employee’s immigration status and eligibility for future visits to the U.S.
- The employee’s wages possibly being incorrect due to incorrect taxes
- Incorrect reporting by the institution and by the employee to IRS
- Government agencies connect! (Department of Homeland Security and Department of Labor, Internal Revenue Service)
- IU’s international reputation
Student work considerations

Have you seen the Kuali Time 20 hour message?

F-1 Students:
- 20 hours/week (during the semester) for all jobs combined (hourly, appointed)
- 20+ hours/week (university break periods – Thanksgiving, winter, spring and summer breaks), unless the student has completed studies

J-1 Students:
- Same as above, and require written authorization in order to work – the end date of the authorization will be provided
After a hiring decision has been made:

Step 1
• Talk to the student

Step 2
• Verify the work status of the student in HRMS

Step 3
• Complete HRMS Hire/Maintain eDoc

Step 4
• Student completes FNIS questionnaire

Step 5
• Student monitors paychecks and renews forms as needed
Step 1: Talk to the student

- Are they already working?
- Have they completed their FNIS questionnaire?
- Do they have authorization to work in the U.S.?
Step 2: Verify work status

- Use the Job Data query in HRMS to see if student is already employed
- If you find an active record – is it truly active?
- Contact the student to verify and request the assignment be ended by department
Step 3: Complete the Hire eDoc

New HRMS Notice

“This employee appears to be a non-US citizen who may be eligible for special tax withholding. To prevent over-withholding to the IRS, the employee must complete the Foreign National Information System (FNIS) questionnaire immediately. Employees must obtain a FNIS password by visiting [website] to begin the process. Encourage your international employees to complete the questionnaire promptly. Please contact IU Foreign Tax [email] with questions.”
Step 4: Student completes FNIS

FNIS stands for Foreign National Information System

- Used to collect visa and visit history of employee
- Not accessible by departments
Step 4: Student completes FNIS

Once FNIS questionnaire is submitted, employee must print and sign tax forms

- Submit tax forms to FMS Customer Service
- Hours of operation: 9 a.m. – 4 p.m.
- University Tax Services reviews submitted forms and makes Tax Treaty and other tax withholding determinations
Step 5: Student monitors pay

Student should monitor paychecks to ensure proper taxes are withheld

- It is student’s responsibility to report issues
- Contact FMS Customer Service
  - (812) 855-0375
  - https://fms.iu.edu/support
Additional Considerations

- Sometimes, a student’s immigration document (I-20 or DS-2019) will need to be extended (resulting in the need for a new I-9/e-Verify process)
- Updated FNIS questionnaire and tax forms must be submitted each year
- Is the employee considering a new position – something above a part-time opportunity?
- Remember: F-1 and J-1 students have a limit of 20 hours per week
Resources:

- [Summer Tax Training Series Recording: International Tax](#)
- [On-campus Employment for F-1 Students](#)
- [On-campus Employment for J-1 Students](#)
- [Avoiding Violations to your SEVIS Record](#)
Contact us with questions

Questions related to international student employment
- Office of International Services:  ois@iu.edu

Questions related to HRMS eDocs
- IU Human Resources:  askhr@iu.edu

Questions related to tax forms or withholding
- University Tax Services:  taxpayer@iu.edu

Questions related to paychecks
- FMS Customer Service:  FMS Support Form