FALL 2020 GUIDANCE FOR INTERNATIONAL EMPLOYEES

OVERVIEW

The purpose of this document is to provide instruction on how to identify international work locations in Workday, work authorization guidance, I-9 guidance, and payroll payment instructions for employees who will work outside the United States in the 2020 Fall semester. This guidance is applicable for the Fall 2020 semester only.

Overarching employment guidance for students, faculty, and staff who are required to work from a location outside the United States has already been provided. This guidance does not supersedes previous guidance and should be considered supplementary in nature.

Individuals with an existing employment relationship with the University

- Workers who have a current or previous employment relationship with the university can continue to work outside of the United States as long as they have a valid work authorization.
- Some workers outside the U.S. may need to complete an I-9.
- Workers can continue to receive payment via existing direct deposit if they have a U.S. bank account.

Individuals without an existing employment relationship with the University

- Students who have not previously worked for the university cannot be hired for Fall 2020 employment if they are outside the U.S.
- Ability to employ new faculty or staff outside the U.S. will be handled on a case-by-case basis.
- Departments should consider whether another individual could perform this same work.
- If the department decides to move forward with hiring a worker outside the United States, their dean should contact Texas Global to discuss the legal review required, feasibility based on legal review, timeline and potential costs.

Non-employees

Although not needed for work authorization or payroll purposes, location information for non-employees should reflect international locations where appropriate for reporting purposes.

WORKDAY

Departments are required to update the work location in Workday to reflect the country from which their employee is working if they are located outside the United States.

- International location will be captured in work location fields in Workday and tracked on the worker’s job or position.
- International locations have been created for a subset of countries. A single location per country has been created and can be used regardless of where in that country the employee is located.
- The international work location will drive whether or not an I-9 is required and will assist with tracking workers who are outside the United States.
- Job profile pay rate types and FLSA have been updated with the international work locations.

Individuals with an existing employment record with the University

- Use Start Job Change > Change Location business process in Workday to update the worker’s work location
• If the location is not available in Workday, contact askUS@austin.utexas.edu to have a new location added. Include the following information in the email:
  o Country
  o Department of Worker
  o EID of Worker
  o EID of Requestor

*Individuals without an existing employment record with the University*

International work location should be added as part of the Hire business process. **NOTE:** For jobs that have a competitive recruiting effort, the location information will default in from the Job Requisition. You will need to update the location information after selecting Ready for Hire.

**WORK AUTHORIZATION**

*Individuals with an existing employment record with the University*

• If the work authorization has not expired, no action is needed.

• If the worker is currently in another country and the work authorization expired before they left the U.S. or while they are outside of the country, they will need to reinstate their work authorization and/or may be required to complete a new Form I-9 while located outside of the U.S. Contact the HR Service Center for assistance.

• If an employee’s work authorization has expired, they may be subject to immediate termination pursuant to USCIS federal guidelines. The Department HR Contact should contact their SWS Representative for further guidance.

*Individuals without an existing employment record with the University who have been through legal review*

• An I-9 should not be issued for new hires if the work location in Workday is outside of the U.S.

• If the work location on the position is outside the United States, the I-9 in Workday will not trigger in the Hire business process. If an I-9 is triggered, contact the HR Service Center immediately to request that the I-9 To Do task be cancelled.

• An I-9 is not required while an employee is working outside the U.S. Upon entering the U.S., the employee must complete an I-9 within 3 business days of their arrival.
  o The HR Partner must update the work location in Workday.
  o The I-9 Partner should contact the HR Service center to initiate a Complete Form I-9 in Workday.

If you have any questions about the work authorizations and I-9 requirements, please contact the HR Service Center.

If you have any questions related to immigration documentation, contact Texas Global’s International Scholars and Student Services (ISSS) team at hotline@austin.utexas.edu.
**Individuals with a U.S. Bank Account**

- If the employee has a U.S. bank account, the employee can receive payment via direct deposit.
- New employees can follow the standard process for setting up Payment Elections in Workday.
- An employee who completed the Direct Deposit Declaration while in the U.S. should review to ensure the declaration is still accurate.
- An individual who indicates in their Direct Deposit Declaration that they will transfer 100% of their funds to a bank outside the U.S. will not be permitted to receive payroll payment via direct deposit and should contact Payroll Service for further guidance.

**Individuals without a U.S. Bank**

For the Fall 2020 semester, payroll payments to individuals living outside the United States who do not have a U.S. bank account will be made via international wire transfer. This is a temporary solution to address business need for this Fall only.

- If an employee working outside the U.S. does not have a U.S. Bank, the department should contact Payroll Services to request payment be made via international wire transfer.
- Employees will be required to complete an Authorization for International Wire Transfer form. In this form, employees will designate their foreign banking information, certify its accuracy, and authorize the University to use a wire transfer for payment purposes.

**NOTE:** The employee must verify the accuracy of the bank account information provided because recovering funds for wires sent to incorrect account is a cumbersome and lengthy process (sometimes weeks) and in some cases may not be possible.

- The department will be responsible for the international wire fee of up to $30 per transaction. The department will be required to provide an account that can be charged this amount as part of the request.
- Paper checks can be issued to employees working outside the U.S.; however, Payroll Services cannot mail them to an address outside of the U.S. If the employee would prefer to be paid via paper check, please contact Payroll Service to discuss arrangements.

**Payroll Tax Considerations**

- Employees working outside the U.S., should ensure that all of their contact information is up to date in Workday and that their immigration information, including U.S. entrance and exit dates, is updated in GLACIER.
- Employees are encouraged to complete the Statement for Services Performed Outside the U.S. Individuals who are nonresident aliens for tax purposes will be exempt from paying or reporting their income for U.S. taxation in tax year 2020.
- Employees will be responsible for any tax obligations imposed by the country where they are located.