



INTERNATIONAL STUDENT EMPLOYMENT CHECKLIST

1. Complete your I-9 and Onboarding

- a. Once you've accepted a position, work with your department HR personnel to complete your I-9 Form and Onboarding tasks in Workday. The I-9 is a legal document and is a requirement. Students must complete this before or within their first 3 days of employment. Refer to the [List of Acceptable Documents](#) for guidance on the types of documents required to complete your I-9 Form.
- b. For benefits-eligible employees, you must complete the Enter Personal Information, Benefits Questionnaire, and Edit Government IDs (if applicable) tasks in your Workday inbox. These tasks activate employer UT Select insurance and can be completed on or before your first day of work.

2. Apply for a Social Security Number (SSN)

- a. Please see the instructions on the [Texas Global website](#) related to eligibility, how to apply, the required documents as well as directions to the Austin-area Social Security Office.

3. Upon Receipt of an SSN – You will need to make immediate action to notify Payroll Services.

- a. Payroll Services is currently closed for in-person service. Copies of the SSN card can be loaded to our [secure dropbox](#) or faxed to 512-471-1299. Please do not send the SSN or a copy of the SSN card by email.
- b. Contact your department HR personnel to update your Complete Form I-9/Edit Government IDs
- c. You will also need to enter your SSN in the [GLACIER System](#)
- d. Failure to get a SSN and/or notify UT with your SSN will delay the following:**
 - Due to COVID-19 (coronavirus) and possible delays with receiving a permanent SSN from the Social Security Administration, payment can be received for the performance of job duties
 - Scholarships and funding disbursement

4. Submit your information into the University's [Nonresident Tax Compliance System GLACIER](#).

- a. Signed, generated Glacier forms and other required document copies can be submitted to Payroll Services via the secure UT link included in the Glacier Tax Summary Report Instructions. DO NOT SEND THESE FORMS VIA EMAIL.
5. If you choose, you can update your Payment Election in Workday and begin receiving paychecks via Direct Deposit.
- a. Due to COVID-19 (coronavirus), Direct Deposit can be set up without having submitted GLACIER forms.
6. If you are a benefits-eligible Graduate Academic Student Employee enrolled in UT Select, you will need to submit an [insurance waiver](#) by the 11th class day of each Fall/Spring semester or the 1st class day of the summer semester.
- a. You will not receive a refund of the UT student health insurance semester fee if you fail to 1) complete employee onboarding tasks in Workday and 2) complete the insurance waiver.



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2. Apply for a Social Security Number (SSN)

- a. Please see the instructions on the [Texas Global website](#) related to eligibility, how to apply, the required documents as well as directions to the Austin-area Social Security Office.

3. Upon Receipt of an SSN – You will need to make immediate action to notify Payroll Services.

- a. Bring the original card to Payroll Services, located in MAI 134; or
- b. Contact your department HR personnel to update your Complete Form I-9/Edit Government IDs
- c. You will also need to enter your SSN in the [GLACIER System](#)
- d. Failure to get a SSN and/or notify UT with your SSN will delay the following:**
 - Paychecks for work performed at your job
 - Scholarships and funding disbursement

4. Submit your information into the University's [Nonresident Tax Compliance System GLACIER](#).

- a. Signed, generated Glacier forms and other required document copies can be submitted to Payroll Services via the secure UT link included in the Glacier Tax Summary Report Instructions. **DO NOT SEND THESE FORMS VIA EMAIL.**
 - b. Verify with Payroll Services that all needed documentation has been submitted in order to be paid.**
5. If you choose, you can update your Payment Election in Workday and begin receiving paychecks via Direct Deposit.
- a. You will only be able to elect Direct Deposit after your SSN has been entered in Workday and GLACIER forms have been submitted to Payroll Services.
6. If you are a benefits-eligible Graduate Academic Student Employee enrolled in UT Select, you will need to submit an [insurance waiver](#) by the 11th class day of each Fall/Spring semester or the 1st class day of the summer semester.
- a. You will not receive a refund of the UT student health insurance semester fee if you fail to 1) complete employee onboarding tasks in Workday and 2) complete the insurance waiver.