



SMU<sup>SM</sup>

**HIRING PROCEDURES  
FOR A NEW INTERNATIONAL  
STUDENT EMPLOYEE**





**On-Campus Work Eligibility Form:  
For International Students on SMU Issued F and J Visas**

International Students may be authorized to work on-campus. Students must be in good standing with the University and must maintain their visa status. It is the responsibility of the student worker to follow all rules and regulations regarding employment.

**Authorization to work on-campus must be given to the student before employment begins.**

*The United States Code of Federal Regulations states, "A non-immigrant who is permitted to engage in employment may engage in such employment as has been authorized. Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status." 8 C.F.R. § 214.1(e)*

**INTERNATIONAL STUDENT**

|                 |                                 |
|-----------------|---------------------------------|
| Family Name     | First/Middle Name               |
| SEVIS ID Number | SMU ID Number                   |
| Current Degree  | Current Program Completion Date |

**I understand that I am responsible for complying with my student visa regulations in addition to any applicable federal, state, and local laws and regulations as well as SMU's policies regarding employment. I understand that a violation of my visa status may result in termination of my record and possible deportation.**

- Students on F-1 Visas are eligible to work a maximum of twenty (20) hours of on-campus employment while school is in session, and more than 20 hours a week during university breaks (Summer and Winter).
- Students who are employed as a Teaching or Research Assistant may only have one active on-campus job at SMU.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***SUPERVISOR: PLEASE COMPLETE THIS PORTION AND RETAIN COMPLETED FORM FOR DURATION OF EMPLOYMENT***

STUDENT'S JOB TITLE \_\_\_\_\_ SCHOOL / DEPARTMENT \_\_\_\_\_  
 PROPOSED START DATE \_\_\_\_\_ PROPOSED END DATE \_\_\_\_\_ SMU EIN NUMBER (FEIN) **75-0800689**  
 WEEKLY WORK SCHEDULE (HOURS PER DAY) MON. \_\_\_ TUE. \_\_\_ WED. \_\_\_ THU. \_\_\_ FRI. \_\_\_ SAT. \_\_\_ SUN. \_\_\_  
 TOTAL NUMBER OF HOURS PER WEEK \_\_\_\_\_  
**CANNOT EXCEED TWENTY (20) DURING FALL AND SPRING SEMESTER AND FORTY (40) DURING BREAKS**

By signing below, I attest the above to be true and correct. I understand that it is the student's responsibility to follow all rules and regulations regarding employment. I will contact ISSS with any questions regarding students' eligibility to work.

SUPERVISOR'S NAME AND CONTACT INFORMATION \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FINANCIAL OFFICER CONTACT INFORMATION:

**INTERNATIONAL STUDENT/SCHOLAR SERVICES OFFICE**

Dates of Authorized on campus employment: From \_\_\_\_\_ To \_\_\_\_\_  
 Student is current on authorized Optional Practical Training in the field of \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Approved by: \_\_\_\_\_

**HR Confirmation of I-9 Completion**

HR Representative Signature:

Date:

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization  | OR | LIST B<br>Documents that Establish<br>Identity  | AND | LIST C<br>Documents that Establish<br>Employment Authorization  |
|--|----|---|-----|---|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> | OR | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | AND | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol> |

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

**SOUTHERN METHODIST UNIVERSITY  
ALIEN DETERMINATION OF RESIDENCY FORM**

**FOR PAYROLL USE ONLY**

Visa: \_\_\_\_\_ FICA: **Y N**

Entr: \_\_\_\_\_ Start: \_\_\_\_\_

Exp: \_\_\_\_\_ Resident

Ctry: \_\_\_\_\_ Nonresident

Entered By: \_\_\_\_\_

All applicable questions must be answered. Attach copies of documents listed on the back of this form. **This form and documents must be returned before any payment will be issued.**

**SECTION I. PAYEE INFORMATION**

|  |                                  |                                |
|--|----------------------------------|--------------------------------|
| Name (Last, First)                               | Email:                           | SSN or ITIN                    |
| Country of Citizenship                           | Country of Residence             | Department (of employment)     |
| Passport Issued by (Country) and Passport Number | Visa Number (not control number) | SMU Student ID (if applicable) |

**SECTION II. CURRENT ALIEN STATUS**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Permanent Resident           | <input type="checkbox"/> F-1 Student on "Practical Training"                   | <input type="checkbox"/> H-1B Employee                             |
| <input type="checkbox"/> Permanent Resident Applicant | <input type="checkbox"/> J-1 Student   | <input type="checkbox"/> J-2 Spouse/Dependant of J-1 (non-student) |
| <input type="checkbox"/> B-1, WB, WT (Business)       | <input type="checkbox"/> J-1 Student on "Academic Training"                    | <input type="checkbox"/> J-2 Spouse/Dependant of J-1 (student)     |
| <input type="checkbox"/> F-1 Student                  | <input type="checkbox"/> J-1 (Research Scholar, Professor, Short-Term Scholar) | <input type="checkbox"/> Other USCIS Classification: _____         |

**SECTION III. IMMIGRATION INFORMATION** *(Permanent Residents skip to Section IV)*

Furnish the information to detail the number of days of physical presence in the US for each calendar year.

|                    | List Calendar Year | Number of days of Physical Presence | Periods (dates) of physical presence | Visa/USCIS classification | Were tax treaty benefits taken? |
|--------------------|--------------------|-------------------------------------|--------------------------------------|---------------------------|---------------------------------|
| EXAMPLE            | 2007               | 350                                 | 1/15/07—12/31/07                     | J-1 Professor             | No                              |
| Current Year       |                    |                                     |                                      |                           |                                 |
| Last Calendar Year |                    |                                     |                                      |                           |                                 |
| 2 Years Ago        |                    |                                     |                                      |                           |                                 |
| 3 Years Ago        |                    |                                     |                                      |                           |                                 |
| 4 Years Ago        |                    |                                     |                                      |                           |                                 |
| 5 Years Ago        |                    |                                     |                                      |                           |                                 |
| 6 Years Ago        |                    |                                     |                                      |                           |                                 |

|                             |   |   |   |
|-----------------------------|---|---|---|
| Date of first entry into US | USCIS visa classification held during first entry | Expiration date of current USCIS classification | Anticipated date of departure from the US |
|-----------------------------|---|---|---|

**SECTION IV: CERTIFICATION AND SIGNATURE**

**I certify that to the best of my knowledge all of the information provided above is true, correct and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YY)

**Permanent Residents do not need to continue to page 2. All Other USCIS visa status' must complete page 2.**

**SECTION V: DETERMINATION OF RESIDENT STATUS FOR TAX WITHHOLDING**

|   |   |
|---|---|
| <b>TEST 1</b><br><br><b>Exempt from the Substantial Presence Test</b><br><br><b>(F or J Classification)</b> | <b>A. F-1 or J-1 STUDENTS:</b> Were you present in the US as a student, trainee or teacher during any part of the five (or fewer) calendar years, but not more than five years? _____                               |
|   | <b>B. J-2 Spouse of STUDENT:</b> Are you the spouse of a J-1 student <u>described in Question A above</u> ? _____   |
|   | <b>C. J-1 NON-STUDENT</b> Within the period of the previous six calendar years, were you either entirely absent from the US or present in the US as a student, trainee or teacher for only one calendar year? _____ |
|   | <b>D. J-2 Spouse of NON-STUDENT:</b> Are you the spouse of a J-1 non-student <u>described in Question C above</u> ? _____   |

If you answered "YES" to any of the above questions, you are considered a Nonresident Alien for tax purposes. Check the Nonresident Alien box in Section VI. If you answered "NO" to any questions above OR they do not apply to you, continue to Test 2.

|   |  |                                     |           |                      |
|---|--|-------------------------------------|-----------|----------------------|
| <b>TEST 2</b><br><br><b>Substantial Presence Test</b> | Calculate the number of days of physical presence in the US. |                                     |           |                      |
|   | List Calendar Year   | Number of days of physical presence |           | Computation for Test |
|   | Current Year _____   | _____                               | X 1 =     | _____                |
|   | Last Year _____  | _____                               | X 1/3 = + | _____                |
|   | 2 Years Ago _____  | _____                               | X 1/6 = + | _____                |
|   |  | <b>TOTAL</b>                        | _____     |                      |

If the total is greater than or equal to 183, you are a Resident Alien for tax purposes--Check the Resident Alien for Tax box. If the total is less than 183, you are a Nonresident Alien for tax purposes--Check the Nonresident Alien for Tax box.

**SECTION VI: RESIDENCE STATEMENT FOR TAX PURPOSES**

|  |   |
|--|---|
| <input type="checkbox"/> Resident Alien for Tax Purposes<br><b>(MUST COMPLETE W-9)</b> | <input type="checkbox"/> Nonresident Alien for Tax Purposes<br><b>Scholarship/Fellowship Receipts must complete W-8BEN-S</b><br><b>Independent Contractor/Honorarium must complete W-8BEN-I</b> |
|--|---|

**USCIS VISA CLASSIFICATION      Required documents to attach to this form (Photocopy only, NO FAXES)**

|  |  |
|--|--|
| ALL classifications MUST have:                     | Copy of US Visa; Copy of I-94 card (both sides) (does not apply to PR or PR applicants); Social Security Number or receipt for SSN or ITIN; W-9 form (Resident Alien for Tax)                                  |
| Permanent Resident                                 | Permanent Resident or Resident Alien Card  |
| Permanent Resident Applicant                       | Unexpired Employment Authorization Card (EAD); Letter from USCIS stating the Permanent Resident Application has been processed.  |
| F-1 Student  | Page 1 and 3 of I-20   |
| F-1 Student on Optional Practical Training (OPT)   | Page 1 and 3 of I-20; Unexpired Employment Authorization Card (EAD)  |
| F-2 Student on Curricular Practical Training (CPT) | Page 1 and 3 of I-20 (Page 3 MUST indicate "CPT" and "Southern Methodist University")  |
| J-1 Student  | DS-2019 Form   |
| J-1 Non-Student                                    | DS-2019 Form   |
| J-2 Spouse   | Unexpired Employment Authorization Card (EAD)  |
| H-1B Worker  | I-797 Notice of Action (if a current H-1B can accept Receipt Notice); Prevailing Wage Statement  |
| TN Professional                                    | I-94 indicating "TN" status and the "Southern Methodist University"; Picture Page of Passport  |
| Treaty Eligible Aliens: (Must have SSN or Receipt) | -Form 8233 and Revenue Procedure Statement (Employees, Non-Resident)<br>-Form W-9 and W-9A (Employees, Resident)<br>-W-8BEN-S (Stipend recipients and Post-Doc Fellows)<br>-W-8BEN-I (Independent Contractors) |

**SECTION VII: TO BE COMPLETED BY DEPARTMENT REPRESENTATIVE**

|                                  |                        |
|----------------------------------|------------------------|
| Department Contact Person: _____ | Department Name: _____ |
| Email Address: _____             | Phone Number: _____    |
| Fax Number: _____                |                        |

## Your Payroll Direct Deposit Information in *my*.SMU

To view/enter/update your direct deposit information, navigate to Self Service > Payroll and Compensation > Direct Deposit.

Your current banking information for payroll deposits will be displayed on the screen.

It is essential that you have accurate banking information to establish or update your direct deposit account record. Typically this information can be obtained by

- a. Contacting a customer service number for your financial institution
- b. Visiting a local bank branch or office, or
- c. Viewing your account information online within your bank's Web portal.

Direct deposit changes will be reflected on your next paycheck processed by SMU, as feasible – so, update your account information as soon as you know a change is needed.

- A general guideline (to ensure your changes are reflected on your next paycheck) is to have your direct deposit information updated in my.SMU by the "TIMEaccess & Elec.Extra Comp Approval Date" indicated on the [Payroll Processing Schedule](#) for the specific pay date.
- If a paycheck for you is being processed at the time you submit your changes, your changes may not be reflected until the following paycheck.

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### To **add** account information:

- Click the "Add Account" button.
- Complete all required fields of data on the page (indicated with a \* next to the field name).
  - Use the [View check example](#) link on the page to understand the essential bank account information used for direct deposit transactions (Routing Number and Account Number).
    - ➔ Do not enter your debit card number as your account number!
  - "Amount or Percentage" is the only optional field on the page, to be completed if you are setting up an account to which you are allocating a specific amount or percentage from your net pay.
- For Account Type, choose "Checking" or "Savings."
- For Deposit Type, designate one account to be the "Balance of Net Pay" type of account.
  - If you are only using one account for your Payroll direct deposit, it should be designated as your "Balance of Net Pay" account.
  - If you are also allocating part of your net pay to another checking or savings account, the "Balance of Net Pay" account is the one to which the *rest* of your paycheck is deposited after you send a specified amount of money to a savings account, etc.
- Use the Amount or Percent field to allocate a portion of your net pay into an account with a Deposit Type of "Amount" or "Percentage."
- The value you indicate in the Deposit Order field will determine the order in which your net pay is allocated between multiple deposit accounts.
  - If you want to allocate your net pay between multiple accounts, assign the Deposit Order value in the order you want the accounts used for your deposit.
    - The account you designate as "1" will be the first to receive the designated amount or percentage.
    - The account you designate as "2" will be the second to receive the designated amount or percentage, etc.
  - Your "Balance of Net Pay" account will be assigned the Priority Value of '999' (the highest Deposit Order value) so that all other allocations are processed before that one.

- Click “Submit” at the bottom of the page to save the new account information. (A small ‘Saved’ image will display briefly in the upper right corner of your screen.)
- Click “Return to Direct Deposit” to view all of your updated account information.

### To **change** existing account information:

- Click “Edit” button on the row to be updated. A new page will open with the fields populated with your current information.
- Update the field(s) as needed. Refer to account details provided by your financial institution to ensure the information you submit is valid.
  - Use the [View check example](#) link on the page to understand the essential bank account information used for direct deposit transactions (Routing Number and Account Number).
- To cancel any changes you’ve made on the page, click “Return to Direct Deposit” link at the bottom of the page *before clicking Submit*.
- Click “Submit” at the bottom of the page to save the new account information. (A small ‘Saved’ image will display briefly in the upper right corner of your screen.)
- Click “Return to Direct Deposit” to view all of your updated account information.

### To **delete** existing account information:

- Click the “Delete” button on the row to be deleted.
- On the Delete Confirmation page, click “Yes” or “No” to complete the transaction.
- On the Submit Confirmation page, click “OK” to return to the Direct Deposit page.
- Review your updated direct deposit information to ensure that the correct account was deleted.

### Note about deleting accounts:

The order in which you make changes matters! Be sure to add a new account before deleting the last row of existing account information. If you delete all of your accounts with the intention of then adding new account information, you will be required to wait until a later date to make changes to your direct deposit record. (See additional information below in *Submitting multiple changes*.)

### Submitting multiple changes:

Direct deposit changes are limited to one self-service transaction per day. You can add or edit information for multiple direct deposit accounts in a single self-service transaction, but once you save the changes and exit the Direct Deposit page, you cannot make additional changes on the same day. If you attempt to make additional changes, a message appears from the Direct Deposit page saying that multiple direct deposit changes are not allowed on the same day.

Be sure to review all of your updated information *before* you navigate off the Direct Deposit page in Self Service.

If you submit direct deposit information and realize that you need to make additional changes *after* you leave the Direct Deposit page in Self Service, you will need to return to my.SMU on the following day to submit the new or changed information.

For additional assistance, please contact the Payroll Help Desk ([payroll@smu.edu](mailto:payroll@smu.edu) or 214-768-2073).

## Your W-4 Elections in *my.SMU*

Go to <https://my.smu.edu/> and log in with your user name (SMU ID#) and password. You can make W-4 elections online via the Self Service area of my.SMU.edu under Payroll and Compensation. Please note that job data must be entered before you can make these elections. Check with your department to ensure that a Payroll Authorization Form (PAF) was submitted and that job data has been entered for your new job.

Please refer to our [Payroll Taxes](#) page for additional information, as well as [IRS instructions and worksheet](#) for properly completing the Form W-4. (Instructions are located at the top of the 1st page; the worksheet is on the 2nd page.)

Please note that the new information will be submitted immediately, but may not be reflected on the next paycheck if we are in the middle of processing a payroll.

Log in to my.SMU, go to Main Menu>Self Service>Payroll and Compensation>W-4 Tax Information

The screenshot shows the my.SMU website interface. The breadcrumb trail is: Favorites > Main Menu > Self Service > Payroll and Compensation. The page title is "Payroll and Compensation". Below the title, there is a navigation bar with links: "View Paycheck", "View W-2/W-2c Forms", "W-2/W-2c Consent", "Direct Deposit", and "W-4 Tax Information".

The screenshot shows the "W-4 Tax Information" page on my.SMU. The breadcrumb trail is: Favorites > Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information. The page title is "W-4 Tax Information". Below the title, there is a "Social Security Number" field. The page contains several sections: "Home Address", "Mailing Address", "W-4 Tax Data" (with fields for "Enter total number of Allowances you are claiming" and "Enter Additional Amount, if any, you want withheld from each paycheck"), "Indicate Marital Status" (with radio buttons for "Single" and "Married"), "Check here and select Single status if married but withholding at single rate.", "Check here if your last name differs from that shown on your social security card.", "Claim Exemption" (with a dropdown for the year and a checkbox for "I claim exemption from withholding for the year 2015 and I certify that I meet BOTH of the following conditions for exemption"), "Exemption Conditions" (with checkboxes for "Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability." and "This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability."), and "Check this box if you meet both conditions to claim exempt status." At the bottom, there is a declaration: "Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, the information is true and correct." A back arrow is visible at the bottom left.