Process Flow for Non-Payroll Payments

Note: Process must be completed for every visit

Department plans academic activity details: title of activity, date and type of payment & amount

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Department must speak to visitor or send visitor the **Eligibility E-mail *** to determine employment authorization in the U.S. and payment eligibility

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Visitor replies to e-mail with requested information

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Department reviews visitors response for the following:

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Is visitor a U.S. citizen or Permanent Resident?

Yes →

Department:
1) Sends invitation letter
2) Completes ICD Determination Form
3) Completes A/P Payment Request Form

No →

Does visitor currently have a visa ?

Yes ↓

Department:
1) Sends **Foreign National Information Form*** to visitor
2) Requests a copy of the identity page in passport
3) Requests a copy of the visa stamp

No →

Department:
1) Sends **Foreign National Information Form*** to visitor
2) Determines if visitor needs SMU to sponsor J-1. If J-1 is needed, Department contacts International Center
3) Requests a copy of the identity page in passport
4) Request copy of visa stamp upon arrival

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Visitor completes information, returns Foreign National Information Form along with copies of requested documents to the Department

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***** Forms available on www.smu.edu/hr/ManagerTools

Legend
= **Department**
= **Visitor**
= **HR**
= **Payroll**

Department
e-mails form and
copies of
documents to
foreignnationals@
smu.edu

Human Resources reviews
documents to determine visa
payment eligibility. HR forwards
documents to Payroll

Payroll reviews documents to
determine tax withholding and
treaty eligibility. Payroll e-mails
Department final determination and
provides any additional forms to be
completed by visitor

Department
1) Sends visitor the invitation letter and any additional
forms required
2) Completes ICD Determination Form
3) Completes A/P Payment Request Form, attaches
copy of invitation letter and any additional forms that
were requested