**GRA/GTA Payroll Instructions**

**Foreign Nationals with a Social Security Card**

***Foreign nationals must be present in the U.S. before beginning work. Payroll processing cannot be completed until you have arrived in the U.S. and checked in with Graduate Student***

***Immigration Services in the Cranwell International Center.***

**Instructions for completing I-9**

* Go to [http://www.newi9.com](http://www.newi9.com/).
* In the field for Employer Name or Code, enter “Virginia Tech” or “14640” and select “Go.”
* Enter the capcha as displayed and click continue.
* Select the appropriate option for your citizenship.
* Review the data for accuracy.
* Scroll to the bottom of the page.
* If changes are needed, select the change information option and do so.
* If all information is correct, select the checkbox and enter your initials, then select continue.
* You will then see a notice that you must present original documents to your employer. This must be completed no later than your third day of work or the first day of classes for graduate assistants or faculty.
* Logout to end the connection.
* Upload a good quality copy of the following documents to your ECE Google folder. Then, make an appointment with Kathy Atkins in the ECE Department to schedule a time to meet with her and present the physical documents for I-9 verification. *(See your checklist for appointment scheduling information.)*
  + ***Passport***
  + ***Visa***
  + ***I-94 admission record (can print out from online)***
  + ***I-20, DS-2019, EAD card or other work authorization document***
  + ***Social security card***

***Notify Becky Semones*** *(*[*bsemones@vt.edu*](mailto:bsemones@vt.edu)*)* ***as soon as you have presented your documents and completed your I-9. You are not eligible to begin work and your position cannot be activated until this has been done.***

**Other actions needed**

* Complete the **GRA/GTA Work Location Confirmation Form** and upload it to your ECE Google folder.
* You will be contacted through Virginia Tech’s FNIS (Foreign National Information System) with a request to complete tax forms, to provide your immigration information, and to submit copies of your immigration documents to their secure dropbox.
* ***Male employees only*** *need to complete a* ***Selective Service Registration Questionnaire*.** After your position is activated, login to Hokie Spa and select the Hokie TEAM link to complete this questionnaire online. More information is available at <https://vtnews.vt.edu/notices/hr-selective-service-registration.html>. ***This is for male employees only – females do not need to complete this form.*** *Department number is ”010400” and Department name is “ECE.”*
* ***Enroll in Payroll Direct Deposit.*** You can take care of this by logging in to ***Hokie SPA*** and selecting the ***Hokie Wallet*** link. All employees at Virginia Tech are paid via direct deposit.
* **Title IX and the Violence Against Women Act (VAWA) Compliance Training Requirement** *Virginia Tech requires all employees to receive Title IX and the Violence Against Women Act (VAWA) Compliance Training.****All employees are required to complete this training****. Go to*<https://oea.vt.edu/title-ix-vawa.html> for more on this mandatory training. *This must be done within the first 90 days of employment.*

Contact: Becky Semones, [bsemones@vt.edu](mailto:bsemones@vt.edu)