

# Payroll Processing Instructions for Foreign Nationals with a Social Security Card

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***Note that foreign nationals must be present in the U.S. before beginning work. Your payroll processing cannot be completed until you are in the U.S. and have checked in with Graduate Student Immigration Services in the Cranwell International Center.***

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## Instructions for completing I-9

- Go to <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.
- Logout to end the connection.
- Next – you will need to share a good quality copy of the following immigration documents with me so I can complete the employer section of the I-9 (PDF or JPG file). Make sure to save these as password-protected documents and either email them to me at [bsemones@vt.edu](mailto:bsemones@vt.edu) or share them with me on Google Drive. Then, send me the password in a separate email.
  - **Passport**
  - **Visa**
  - **I-94 admission record (can print out from online)**
  - **I-20, DS-2019, or other work authorization document**
- Email me with your availability for a Zoom meeting. I will contact you back to schedule the meeting which should only take approximately 15 minutes. At that time, you will need to have your I-9 document(s) available to show me for remote review.

***(We are currently authorized to complete I-9's remotely through July 18, 2020. We will not know until closer to that date if this authorization will be extended into the Fall. If not, our procedure may change.)***

## Other actions needed

- 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 and return it to me. (Females do NOT need to complete this form.)*** The Department Number is “010400” and Department Name is “ECE.” You can leave the field for I.D. Number blank and I’ll add that for you.
- ***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 90 days of employment.*

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