

Payroll Instructions for
Foreign Nationals WITHOUT a Social Security Number
(GRA/GTA and Wage)

The I-9 is required by the federal government. The purpose is to verify that you are authorized and eligible to work in the United States. You may not begin work until this has been completed.

Instructions for completing I-9:

Because you do not have a social security number, you will need to be assisted in completing the I-9. Please bring the following documents:

- Passport and visa
- I-94 admission record (can print out from online)
- I-20, DS-2019, or other work authorization document

Other Required Payroll Forms:

You will also need to complete the following documents. It will save time if you print and complete these forms before you come to the office of the ECE Payroll Accountant. If you have questions about the forms, leave the fields blank and you will be assisted. The links to the respective forms follow the short description.

- Foreign National Data Form – You can probably skip the question about the country of tax residence and the question for consultants or self-employed individuals. Visa No. will be the number stamped in red ink on your U.S. visa. End date of immigration status will be the expiration date from your work authorization (I-20 or DS-2019).
https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/payroll/Foreign_Natl_Data_Form.pdf
- NRA Form W-4 (federal tax withholding form) – Complete only sections 1 and 2, sign and date. Do not change marital status, even if you are married.
https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/payroll/2018%20NRA%20W-4.pdf
- NRA Form VA-4 (state tax withholding form) – Complete only social security number, name and address fields, sign and date. Do not change sections 1-4.
https://www.controller.vt.edu/content/dam/controller_vt_edu/forms/payroll/2012_NRA_Form_VA4.pdf
- Selective Service Registration Questionnaire – This is for male employees only. Department number is “010400” and department name is “ECE.”
<http://www.hrapps.hr.vt.edu/resourceguide/docs/forms-library/P152.pdf>

Wage employees are required to complete the Wage Employment Appointment Record:
<http://www.hrapps.hr.vt.edu/resourceguide/docs/forms-library/P12W.pdf>

Applying for a Social Security Number:

You will be provided an employment verification letter which you will need in order to apply for a social security number. You may also need to request a letter from your VT immigration advisor.

You must take the following documents to the Social Security Office to apply:

- Passport with F1 or J1 visa
- I-20 or DS-2019
- I-94 card (small white card stapled into your passport) or I-94 admission record printed from online
- Letter from immigration advisor
 - Undergraduate: Cranwell International Center
 - Graduate: Graduate Student Services
 - J1: Sponsor

Application Tips:

- Write your name exactly as it appears on your passport and other documents. Check to see that your family name and given name are in the correct location on the application.
- The Social Security Administration will not deliver your social security card if the mailbox at your local address does not have your name on it. If your mailbox is not labeled with your name, label it yourself with a piece of paper taped either inside or on the mailbox.

Location and Travel

Social Security Office – Roanoke
612 South Jefferson Street, Suite 100
Roanoke, VA 24011

1-800-772-1213

Hours:

Monday	9:00 am – 4:00 pm
Tuesday	9:00 am – 4:00 pm
Wednesday	9:00 am – 12:00 pm
Thursday	9:00 am – 4:00 pm
Friday	9:00 am – 4:00 pm
Saturday	Closed
Sunday	Closed

Driving Directions:

- Take the ramp to US-460 E/I-81 Roanoke
- Merge onto US 460-E
- Take the I-81 N/US-460 E ramp to Salem/Roanoke
- Merge onto I-81N
- Take exit 143 to merge onto I-581 S/US-220 S toward Airport/Roanoke
- Take exit 6 for Downtown/Elm Avenue

- Turn right at the light when you reach the end of the exit ramp
- Turn right onto Jefferson Street
- The Social Security Administration Office will be ahead on the right. It is located beside the Roanoke City Library at the corner of Jefferson Street and Bullitt Avenue.

Parking Options

- There is limited free parking next to the building.
- At the cross section of Jefferson and Elm, there is a parking lot.
- Center City Parking Garage is located directly across the street from the building.

Smart Way Bus

- Cost \$4.00 each way (exact change only)
- You can take the Smart Way Bus to Roanoke (Campbell Court bus stop) from Squires Student Center on Virginia Tech's campus. The Social Security Office is on the left a few blocks away.

Direct Deposit Instructions:

As a condition of employment, all employees are required to enroll in direct deposit. Please follow these instructions to enroll:

- From VT homepage, select "MyVT"
- Logon with CAS using your PID and password
- Select "Personal Info" tab
- Select "Enroll In/View Direct Deposit"

OR

- From VT homepage, select quicklink "Hokie Spa"
- Login with your PID and password
- Select "University Account Information"
- Select "Enroll in Direct Deposit"

Then follow the online directions for payroll direct deposit. Be sure to confirm each page. When you have completed the direct deposit enrollment process, you will be notified of the effective date.

Required Training:

Title IX and the Violence Against Women Act (VAWA) Compliance Training Requirement

All new employees (faculty, staff, wage, student wage, and graduate teaching and research assistants) are *required* to complete a compliance workshop within 90 days of employment and every two years thereafter. This workshop includes information about University Policy 1025, Title IX, and the Violence Against Women Act (VAWA) and is available in-person or online.

There are three options available to complete the workshop. Registration for each of the options is required via Coursewhere. You must first establish a Coursewhere account using your vt.edu email address. Information regarding registering for a session in Coursewhere is located at http://www.hr.vt.edu/oea/content/file_coursewhere_guide.pdf. Coursewhere is located at www.training.vt.edu. In Coursewhere, select “via by alpha” and then searching for the course title:

- Compliance Workshop – Policy 1025; Title IX; and the Violence Against Women Act (VAWA) [A] (1.5 hrs.) – via WebEx
- Compliance Workshop: On-Demand Module – Title IX; and the Violence Against Women Act (VAWA) [A] (55 min.) – online version (most popular version)
- Compliance Workshop: Policy 1025; Title IX; and the Violence Against Women Act (VAWA) [A] (1.5 hrs.) – instructor led

Individuals can check their training status by going to Hokie Spa > Hokie Team > Employment Information (look to the bottom). The information is also available in MyVT – Pay Info > View Leave Balances.

Remember, this training is mandatory!