

# NRA Hiring Procedures at UMKC

When a department decides to hire an NRA who is already present in Kansas City, all routine "new hire" paperwork should be completed with no delay.

During the "onboarding" process, when a new employee who is not a US citizen or lawful permanent resident, completes the I-9 and chooses "alien authorized to work," that becomes their citizenship status in PeopleSoft and locks the W-4 withholding allowances to the IRS requirement of "single,0." If the employee is eligible for different allowances, this is done during the tax assessment process.

- The new employee will meet with the Human Resources Facilitator (HRF) to turn in their I-9 documentation and complete their Foreign Tax Assessment Packet. These documents will be attached to the employee's hire ePAF and will be used to complete Section 2 of the employee's I-9. These documents will need to be copied separately, then uploaded as one document into the ePAF with the document type of "other". The Foreign Tax Assessment Packet should include the following:
  - [Foreign Visitor Tax Assessment Intake Form \(UM374\)](#): Must be filled out as completely as possible, in particular The U.S. Immigration History Part 2 which must include all immigration history, specifying visa type and activity.
  - Social Security Card/Social Security Card Application Letter: The employee must provide a [list of documents](#) when applying for a Social Security Card.
  - Visa: Include all US visas, whether current or expired. Also include both the stamp page and the visa page when scanning.
  - Passport: Ensure this is not expired.
  - Copy of I-94: Can be accessed using [I-94 retrieval process](#)
  - Work Authorization: I-20, DS-2019, I-797, EAD, etc.
- There is no requirement to have a Social Security Number (SSN) at the time of hire for a newly-arrived NRA.(HR-105 makes an exception for newly arrived nonresident aliens.)
- The new employee will bring their social security card to their HRF as soon as they receive it. The HRF will then contact Emma Satterfield at [Satterfield@umkc.edu](mailto:Satterfield@umkc.edu) who will input the number into PeopleSoft.