Hire/Data Management Process for Foreign Nationals Paid through UW Payroll

**Offer Accepted or Scholar/Fellow Identified**

- **Does Position Exist?**
  - Yes: **Maintain/Update Person Data**
  - No: **Verify If Person Already Exists in the System: Review EPM & HRS**

- **Does Person Exist?**
  - Yes: **Add A Person in HRS (KB 15739) & JEMS Hire (Associated KBs)**
  - No: **Update or Create Position**

- **Is Person a Foreign National (FNL)?**
  - Yes: **Collect UW W-4 & Verify Immigration Status is Listed. Send Form to Institution Payroll Office**
  - No: **Enter Job Data (if not done via JEMS hire process)**

- **Is this a Paid Position?**
  - Yes: **Enter HRS & Glacier Settings Per “Instructions for UW Glacier Administrators” (UWSS if Consolidated)**
  - No: **Payroll interfaces, run before first prelim. calc AND after payline deadline, updates HRS based on Glacier acct info and status**

**Service Center: Creates Glacier Account and Notifies FNL (Tues/Thurs)**

- **FNL: Enters Info into Glacier at Hire/Job Chgs/Immigration Chgs per Tip Sheet ‘Entering Information in Glacier’ https://uwservice.wisconsin.edu/help/payroll (foreign nationals tab). Delivers Glacier-Issued Report, Forms, & Immigration Docs to Institution Identified.**

**Institution Receives Materials and Updates Glacier/HRS or Submits to UWSS (if Consolidated), per Instructions for UW Glacier Administrators.**

- **Is Information Current & Complete? (UWSS if Consolidated)**
  - Yes: **Ongoing Review - Glacier Reports/HRS Settings (UWSS if Consolidated)**
  - No: **Enter HRS & Glacier Settings Per “Instructions for UW Glacier Administrators” (UWSS if Consolidated)**

**Does Position Exist?**

- Yes: **Rehire Person, Create Concurrent Position or Transfer**
- No: **Review Visa Type in HRS. If None: Non-Madison: Enter Current OR Dummy “FNL” Type (KB 16745) Madison: Submit new W4 listing visa**

**Collect UW W-4 & Verify Immigration Status is Listed. Send Form to Institution Payroll Office**

**End of Foreign National Process**

**Additional Consideration**

- **Green = Department/Division**
- **Blue = Service Center/Lead Glacier Administrator**
- **Orange = Foreign National (FNL)**
- **Lavender = Responsible Administrator of Glacier Account**
- **Pink = Dept. & Resp. Admin.**