

HRS – Foreign National Process

1. New Hire – Person, email address, Visa & Job data entered into HRS
2. Interface to Glacier to populate new hire
3. New hire receives an email from Glacier
4. New hire enters data into Glacier and prints off necessary forms.

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5. Responsible Administrator receives an email from Glacier
6. New hire turns in copy of immigration documents, passport, I-94, tax treaty forms and the statement from Glacier that all data was correct to the Responsible Administrator.
7. Responsible Administrator reviews data in Glacier and indicates that new hire record is complete and tax treaty forms were received for which year(s).

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8. Interface from Glacier to HRS to update changes to:
 - Permanent Address
 - Email address
 - Visa data
 - Passport number
 - Substantial Presence Test
 - Income Code on Job Record
 - Federal & State Tax Data Page – This process is not completely done, so may need some manual intervention by the Service Center to make sure all information is correct

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9. Employees should make changes into Glacier if they change their permanent address, immigration status, departure date, home address, email address or the number of days they leave the USA within a calendar year.
10. Responsible Administrators will have reports to review and may need to update employee's data in Glacier as their status changes, such as job changes that affect their type of income, terminations, etc.

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11. There will be interfaces back and forth between HRS and Glacier or Glacier to HRS to handle all of the changes to keep the records in sync and Glacier will be the record of fact.
12. Glacier will produce the 1042-S annual tax forms, so there will be an interface from HRS to Glacier after every payroll confirm to update 1042-S income and withholding.