INTRODUCTION AND TRAININGS

This is a handout regarding Payroll Hire Documents for GEs. If you are new to hire packets or want a refresher, please contact me at gepayroll@uoregon.edu to set up individual or group trainings.

Payroll also offers a monthly I-9 training and an International Hire Paperwork workshop. If you would like to attend either, please sign up via MyTrack here:

https://uomytrack.pageuppeople.com/learning/2201

BUNDLED PACKETS

There are bundled packets available on the Payroll Administration of the Business Affairs website.

Here is a link to the Forms Page:

https://ba.uoregon.edu/payroll/reports-and-forms

US Citizen and Permanent Resident Packet:

https://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/gpacket.pdf

International Employee Packet:

https://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/igtfpacket.pdf

The forms within the packets are also available individually on the Forms Page.

SUBMISSION INSTRUCTIONS FOR HIRE PACKETS

https://ba.uoregon.edu/payroll/payroll-document-submission

- The hire packet for GEs should be sent directly to Payroll; it does not need to go to the Graduate School.
- Send the hire packet once it’s complete, not in pieces. Partial packets cannot be input.
- Please be sure to impress upon your GEs that completing hire documents is a necessary part of employment at the UO, and that pay cannot be processed without these documents.
- The Payroll Deadline calendar is here: https://ba.uoregon.edu/payroll/hris-deadlines.
- Tuition charges and billing questions should be directed to Student Billing; student accounts are not handled through Payroll.

RESIGNATIONS/FTE REDUCTIONS

While you will need to do an EPRF for both resignations and FTE reductions, as soon as you are aware that a GE is terminating or reducing their FTE, please send an email to Keri Bartow in Payroll kbartow1@uoregon.edu and Chris Jones in the Graduate School at cjones14@uoregon.edu so that we can prevent an overpayment.
Applying for On-Leave status via GradWeb does not trigger anything in the payroll system. Please be sure to prepare the EPRF and send a notification email if you have a GE that is going on leave.

**US CITIZENS AND PERMANENT RESIDENTS**

Required Documents (in the bundled packet):

- EIF
- Federal and State W-4s
- I-9 with copies of supporting documents. A list of acceptable documents are included with the form. Please be aware that when you sign the I-9 you are signing *under penalty of perjury* that you are witnessing the original documents, so please do not accept copies.

There are times when returning GEs may need to renew their hire documents. If you are unsure if a GE needs new hire documents, please contact me at kbartow1@uoregon.edu.

If your incoming GE will not be in Eugene until right before the term starts, you may want to use the Remote Hire Process to complete the I-9. Information about that here: https://ba.uoregon.edu/payroll/remote-hires

**INTERNATIONAL GES**

Here is a list of required international documents required in addition to the EIF, I-9, and W-4:

- **UO-NRA** (formerly called the CONRA; included in the international bundled hire packets)
- A copy of their passport (the page from his/her home country, not the US Visa page)
- A copy their I-94 *(instructions below)*
- A copy of their social security card or the receipt received when he/she applied for the card
- A copy of their I-20 (F-1 visa) or DS-2019 (J-1 visa)
- A copy of the J-1 Letter if they are on a J-1 visa and their sponsor is not the UO
- If they are claiming a tax treaty (optional) we need both the 8233 and the 8233 Student Attachment Letter specific to their country (please note: GEs use the Student attachment letters; Teacher letters are for faculty only)

Here is the form you need to fill out for your GE to take to International Affairs *if the GE is on an F-1 visa*:

http://isss.uoregon.edu/sites/isss1.uoregon.edu/files/f1_ssn_verification_form2.pdf

International Employee Page: https://ba.uoregon.edu/node/539

**INSTRUCTIONS FOR OBTAINING THE ELECTRONIC I-94:**

Here is a link to the page your GE will need to go to print out the electronic version of the I-94:

https://i94.cbp.dhs.gov/I94/#/recent-search
What your GE will then need to print out will look something like this:

Please include a copy of that printout with the hire packet.

INSTRUCTIONS FOR GES WORKING OUTSIDE OF OREGON:

Information here: https://ba.uoregon.edu/payroll/employee-working-outside-oregon

INSTRUCTIONS FOR COVID PROCESSING:

The USCIS has given a list of COVID I-9 processing exceptions. The deadline for the exception is currently 8/31/21. If that is extended, it will be announced via PayNews.

You can see the exceptions and instructions for document submission while our office is closed here:

https://ba.uoregon.edu/payroll-temporary-i-9-provision

QUESTIONS?

Please contact Keri Bartow

kbartow1@uoregon.edu or gepayroll@uoregon.edu phone 541.346.1101. Thompson University Center, Second Floor