

GE HIRE DOCUMENTS

Payroll 2022 *(last updated 9/12/22)*

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 [I-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://iss.uoregon.edu/sites/iss1.uoregon.edu/files/f1_ssn_verification_form2.pdf

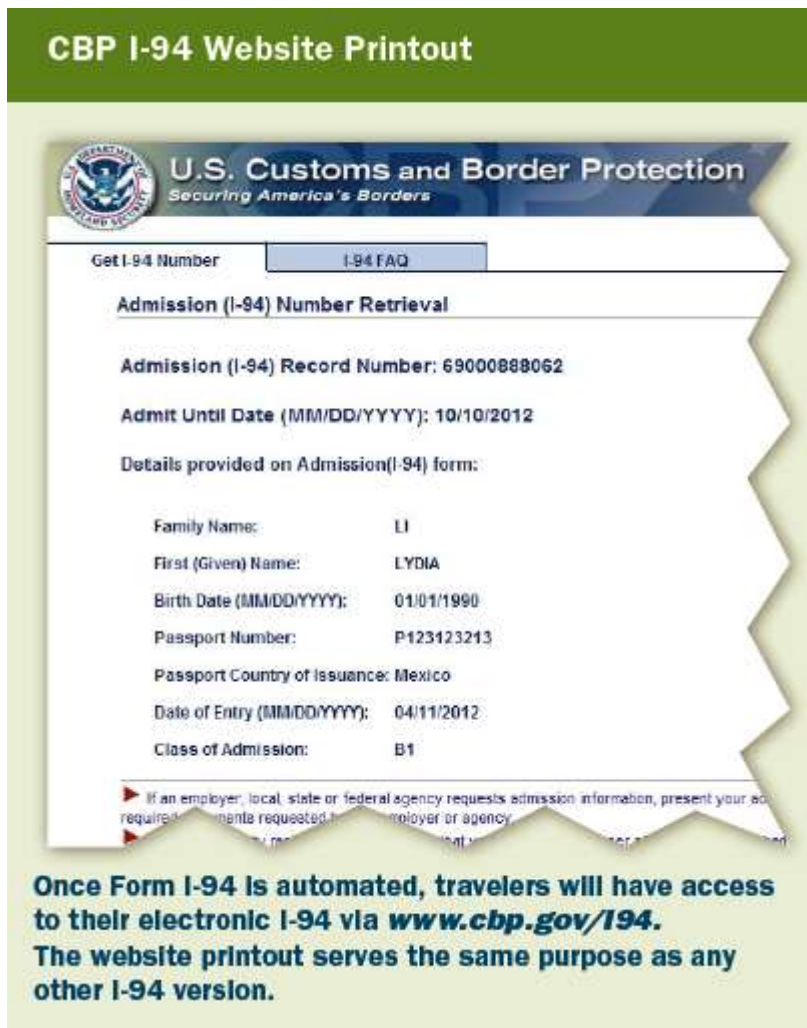
International Employee Page: <https://ba.uoregon.edu/node/539>

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:



The image shows a screenshot of the CBP I-94 Website Printout. At the top, there is a green header with the text "CBP I-94 Website Printout". Below this, the U.S. Customs and Border Protection logo is displayed, along with the text "U.S. Customs and Border Protection" and "Securing America's Borders". The page has a navigation bar with "Get I-94 Number" and "I-94 FAQ". The main content area is titled "Admission (I-94) Number Retrieval" and displays the following information: "Admission (I-94) Record Number: 69000888062", "Admit Until Date (MM/DD/YYYY): 10/10/2012", and "Details provided on Admission(I-94) form:". Below this, a table lists the following details: Family Name: LI, First (Given) Name: LYDIA, Birth Date (MM/DD/YYYY): 01/01/1990, Passport Number: P123123213, Passport Country of Issuance: Mexico, Date of Entry (MM/DD/YYYY): 04/11/2012, and Class of Admission: B1. At the bottom, there is a note: "Once Form I-94 is automated, travelers will have access to their electronic I-94 via www.cbp.gov/194. The website printout serves the same purpose as any other I-94 version."

CBP I-94 Website Printout

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Once Form I-94 is automated, travelers will have access to their electronic I-94 via www.cbp.gov/194. The website printout serves the same purpose as any other I-94 version.

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