FOREIGN NATIONAL HIRE PROCESS: FREQUENTLY ASKED QUESTIONS

UNIVERSITY *of* FLORIDA

GatorStart

- **Our foreign national is attempting to access their GatorStart packet in their home country but is currently unable to do so—what may be happening?**
  - o Certain countries restrict access and regulate internet domestically. If your employee is currently unable to access their GatorStart then they may need to wait until they are in the U.S.

- **What will my foreign national's GatorStart login password be since it has previously been the last four of their SSN followed by their birth year?**
  - o If the foreign national has their SSN then the same password would still apply.

  - o If the foreign national **does not** have their SSN and you have requested a UF TempID from Payroll Services through the FNIS Shell Request then you will provide that temporary identification number to the employee. They will use the last four of the UF TempID in conjunction with their birth year to log in.

- **Do Fellows need to complete GatorStart?**
  - o No, Fellows will not need to complete GatorStart. However, they still need to provide the required documentation as shown in our New Hire Checklist.

- **What other documentation is needed besides completing GatorStart?**
  - o Please refer to the Hiring a Foreign National webpage for a step-by-step process and the New Hire Checklist for additional information.

UF TempID

- **Who issues the UF TempID?**
  - o If a foreign national does not have a Social Security Number, Payroll Services will issue the UF TempID after the FNIS Shell Request has been submitted.

- **Do I need to give the foreign national the UF TempID?**
  - o Yes, the UF TempID will be needed for the employee to log into their GatorStart. The last four-digits of the number is partially used as their login password.

- **Can the UF TempID be used anywhere else other than the university?**
  - o No—this temporary number is provided by Payroll Services and is only used internally. Outside entities such as the IRS and banks do not accept this number.

Social Security Card

- **How does our foreign national obtain a Social Security Number and where do they need to go?**
  - o The employee must visit the Social Security Administration Office at least 10 calendar days after their arrival to the U.S.. Please review the Obtaining a SSN instruction guide.

- **What will happen if the foreign national still has not received their Social Security card within 60 days?**
  - In the event the Social Security card has not been received within 60 days, please email Payroll Services at payroll-services@ufl.edu and Employment Operations & Records at ufhr-employment@ufl.edu to relay this information before the 60ᵗʰ day has reached.

- **Whose responsibility is it to ensure the foreign national provides their Social Security card once received?**
  - The hiring department is responsible for following up with the employee to verify and obtain a copy of the issued Social Security card.
    - Once presented, a copy must be submitted through the SSN Update Portal on the Employment Data Updates website: https://hr.ufl.edu/manager-resources/employment-operations-and-records/employment-data/

FNIS Shell

- **Will we still complete the Foreign National Tax Information Form?**
  - No, the previous form will no longer be used since the employee will be providing this information through the new electronic FNIS platform.

- **Who will provide access to the new Foreign National Information System (FNIS)?**
  - Once the FNIS Shell request has been submitted, Payroll Services will send a separate email to the employee and the departmental HR contact with information on how to access the FNIS system; UF FNIS User Guide.

- **Do Fellows need to request access to FNIS?**
  - Yes, Fellows must complete the required FNIS Shell Request.

Bank Account

- **Can the foreign national use a foreign bank account for direct deposit?**
  - All UF employees must have a U.S. bank in order to establish direct deposit—foreign bank accounts are not accepted.

- **Will a Social Security Number be required in order to establish a bank account?**
  - The majority of U.S. banks do not require an SSN to open an account. However, some credit unions may require that your foreign national provide one.

- **Can the UF TempID be used to open a bank account?**
  - No—this temporary number is provided by Payroll Services and is only for internal use. Outside entities such as the IRS and banks do not accept this number.