



International Employees On CU Boulder Payroll

☐ **Complete I-9 Employment Eligibility Verification Process with Human Resources (HR)**

- **The I-9 must be completed within 3 days of starting employment.**
- The I-9 can be started prior to obtaining a Social Security Number (SSN). You will have to provide your SSN to HR once you receive it.
- Appointments are not required to submit I-9 documents to HR within normal business hours.

Human Resources (HR)

Administrative & Research Center – East Campus

3100 Marine Street, 3rd Floor

Boulder, Colorado 80309-0565

Phone: 303-735-8191

Email: I-9Forms@colorado.edu

➤ New Employee Checklist: <https://tinyurl.com/tdazffs>

An I-9 is used to verify the identity and employment eligibility of all individuals, U.S. citizens and non-citizens, hired for employment in the U.S. Additional information about the I-9 process can be found on the HR I-9 webpage (<http://tinyurl.com/yrcsbkr2>).

CU Boulder uses HireRight for processing electronic I-9s for all new employees.

- You should receive an email from your hiring department with log-in instructions for completing section 1 of the I-9 during your onboarding. You will have to bring the documents required for completing section 2 on the I-9 to the Human Resources office.
- You can also complete sections 1 and 2 of the I-9 at Human Resources

You must submit the following original documents to HR within 3 days of starting employment:

- Valid Passport
- Valid I-94
 - *Electronic I-94*: Downloaded from the I-94 website: <https://i94.cbp.dhs.gov/i94/#/home>
 - *Paper I-94*: Received upon entry to the U.S. (land or sea border entry) or in I-797 Change of Status Approval Notice
- J Scholar: DS-2019
- J Student Working on AT: DS-2019 with AT Employment Information and Employment Authorization Letter from your A/RO
- F-1 Student Working on OPT: OPT Recommendation I-20 and Valid Employment Authorization Document (EAD)
- H Scholar: H-1B Approval Notice
- U.S. Permanent Resident: Permanent Resident Card or Alien Registration Receipt Card (I-551)

☐ **Complete the Sprintax Calculus Profile with the International Tax Office**

All international employees working at CU Boulder, or individuals receiving a stipend or scholarship payment through the CU payroll system, must complete a Sprintax Calculus profile to document their U.S. tax residency status with the International Tax Office and should anticipate keeping in touch with the tax office throughout their CU career. Employees who are legal permanent residents of the U.S. must provide a copy of their “green card” to Employee Services.



To ensure accurate taxation, it is crucial for new employees at the University of Colorado Boulder to update their information and submit documentation to the CU International Tax Specialists promptly.

- New CU employees will receive an email notification within approximately 14 days of their employment start date from CUIntlTax-noreply@Sprintax.com inviting them to complete their Sprintax Calculus profile.
- Pay close attention to your CU email, including spam folders, for this activation email and complete your profile as soon as possible.

Please visit the International Tax website for additional information: <https://www.cu.edu/employee-services/international-tax>

☐ **Apply for a Social Security Number (SSN)**

Social Security Administration (SSA) Office

4949 Pearl East Circle, Suite 101

Boulder, Colorado 80301

➤ Social Security Administration website: <http://www.ssa.gov/ssnumber>

If CU Boulder will pay you and you do not already have an SSN, you must apply for one. An SSN is required in order to add you to the CU Boulder payroll. If you are a J scholar, please wait at least 48 hours from completing your immigration check in with ISSS (this includes submitting all required documentation and proof of insurance) to apply for your SSN in order to allow time for your SEVIS record validation to register in the SSA's system.

- Check SSA's hours of operation before going to apply for a SSN: <https://secure.ssa.gov/ICON/main.jsp>.

Bring the following documents to the Boulder Social Security Administration Office to apply for a SSN:

- Valid passport
- Valid I-94 (electronic or paper)
- J Scholar: DS-2019
- J Student Working on AT: DS-2019 with AT employment information and Employment Authorization Letter from your A/RO
- F-1 Student Working on OPT: OPT Recommendation I-20 and valid Employment Authorization Document (EAD)
- H Scholar: H approval notice
- One additional form of photo identification (example: CU Boulder temporary visitor ID card)

It typically takes 2-4 weeks for the SSA to process an SSN application.



☐ **Enroll in CU Benefits within 30 Days of Your Employment Start Date**

Employee Services

Satellite Office: Human Resources

Administrative & Research Center – East Campus

3100 Marine Street, 3rd Floor, Room A-342

Boulder, Colorado 80309-0565

Available Mondays by appointment only

Phone: 303-860-4200 option 3

Email: benefits@cu.edu

New CU Boulder employees must register for benefits within 30 days of their appointment start date. If your appointment start date is the first day of the month, then your benefits will begin on the first day of the month. If your appointment start date is after the first of the month, then your benefits will begin on the first day of the *next* month.

- Review the benefits webpage: <https://www.cu.edu/employee-services/benefits>
- Information on how to enroll in benefits: <http://tinyurl.com/rvhu7gw>
- Sign-up for a benefits orientation: <https://tinyurl.com/u5cqcnk>

If you have questions or if you would like to schedule a benefits appointment, contact Employee Services at 303-860-4200 option 3 or benefits@cu.edu.

☐ **Complete any Additional CU Boulder and/or Department Processes and Trainings**

☐ Activate your IdentiKey

- <http://tinyurl.com/saq6v8j>

☐ Complete the Discrimination and Harassment Online Training

- <https://tinyurl.com/vl4kth6>

☐ Complete the Information Privacy and Security Online Training

- <https://tinyurl.com/t7jh8qm>

☐ Update your Information (address, emergency contact) in MyCUInfo (“CU Resources” -> “My Info”)

- <https://mycuinfo.colorado.edu/>

☐ Sign-Up for Emergency Alerts

- <http://alerts.colorado.edu>

☐ Set-Up Direct Deposit

- <https://tinyurl.com/v832g7t>

☐ Familiarize Yourself with University policies/procedures

- <https://tinyurl.com/vwr5v6s>

Consult your department payroll liaison and inviting professor for additional items.



Directions from Campus:

To Administrative & Research Center (ARCE):

You can take a 25-minute walk on the Boulder Creek Path to Marine Street or take the STAMPEDE shuttle bus to Marine Street. The Stampede shuttle bus runs Monday through Friday, every ten minutes, and loops through campus to connect Main Campus to East Campus and the Research Park. You can use your validated EcoPass or CollegePass to ride or pay the bus fare (exact change) (<http://www.rtd-denver.com/Fares.shtml>).

To Social Security Administration Office (SSA):

You can take a 45-minute walk on the Boulder Creek Path to the SSA or take the bus

1. Either take the:
 - a. DASH bus: Walk to Broadway and Euclid Avenue, which is the bus stop across the street from the University Memorial Center (UMC), OR
 - b. HOP bus
2. Transfer to the 206 bus
3. Take the 206 bus from 14th and Walnut Street to the stop at Pearl Parkway and 49th Street
4. Walk about two minutes from the bus stop to the Social Security Administration Office at 4949 Pearl East Circle, Suite 101

