



From: Accounting & Payroll at Penn State [L-ACTPAY@LISTS.PSU.EDU]  
on behalf of Donna J. Neideigh [djn1@psu.edu]  
Sent: Monday, August 12, 2002 9:40 AM  
To: L-ACTPAY@LISTS.PSU.EDU  
Subject: **New Regulations**

Folks,

The Social Security Administration has notified us of changes in obtaining Social Security numbers for new international students and faculty. The SSA must now use an INS verification process, which could extend the receipt of the SS number from a few days to several months. However, we must pay these folks if they are working. The following information explains the process new international students and faculty need to follow in order to receive their pay.

Please try and remember that we're just the messengers. We don't make the rules. We just enforce them. We'll try to make this process as painless as possible keeping in mind we must follow the law. There are no shortcuts and no way to get around the new verification process.

## NEW INTERNATIONAL STUDENTS BEING APPOINTED AS A GRAD ASSISTANT, FELLOW OR SCHOLAR

Students who have been offered an appointment as a Grad Assistant, Fellow, or Scholar, are issued a temporary student identification number by the Registrar's Office before they arrive. This will be a temporary 800 number. (Ex: 802-21-0001) Students who have the assistantship or fellowship indicated on their immigration documents can go to the Social Security Office to apply for a number. They must bring a receipt to International Students and Scholars in 222 Boucke to have their I-9 processed using the temporary Penn State number. The temporary number will also be used on the W-4 Form, Salary Deposit Form, the Alien Information Request Form, the paper I-9 and the electronic I-9. The department will process the initial appointment with the temporary number on for the first semester.

When students receive the permanent Social Security Number, they will need to go back to 222 Boucke to update the paper I-9 form and to have a new electronic I-9 processed. A new W-4 form will need to be completed at this time also. The student will need take a copy of the updated I-9 to their department. Students will also need to go to the Payroll Office, 307 Rider I, to update their forms. Hopefully, the SS# will be received by the end of the first semester they're appointed for. Once the permanent number is received, the Payroll Office will change the number in the system to the permanent number. After the number is changed, departments will then be able to process a reappointment for the next semester.

A temporary Social Security number cannot be used on the Form 8233 for federal tax Exemption. The student will need to write "applied for" in the SS# box and show proof that the number has been applied for. When the student receives their permanent number they will, once again, need to go to the Payroll Office to update their Form 8233.

## NEW INTERNATIONAL STUDENTS HIRED AS WAGE PAYROLL

The process is the same as above except these students will need a letter from the International Students and Scholars office to apply for a Social Security number. Currently, J-1 students must have a job offer to obtain a Social Security number. The Social Security Administration is writing new regulations that will also require F-1 students (the majority of international students at Penn State) to have a job before obtaining a Social Security number.

## NEW INTERNATIONAL FACULTY

A new International employee will begin by checking in with the International Scholars And Faculty Services Office located on the 5th floor of Rider I. The person will be given a packet of information and will need to go to the Social Security Office to apply for a permanent Social Security number. They will be given a letter from the Social Security Office stating that they have completed the application for a social security number. The person will then need to bring this letter to the Payroll Office at 307 Rider I. A temporary number will be written on the top of their paper I-9 Form. They will be instructed to return to the International Scholars and Faculty Services Office. This office will process the electronic I-9 and give the paper I-9 Form to the individual to take to the department.

The temporary number can be used on the W-4 Form, Salary Deposit Form, and the Alien Information Request Form. When the employee receives their permanent number they will need to return to the International Scholars and Faculty Services Office to update their I-9 information. The I-9 Form will be given to the individual to take to their department. Another W-4 form will need to be completed at this time. The individual will also need to go to the Payroll Office to update their Alien Information forms.

The temporary Social Security number cannot be used on Form 8233 for federal tax Exemption. The employee will need to write "applied for" in the SS# box. The employee will need to provide proof that they have applied for the permanent number before the Form 8233 can be processed. When the permanent number is received they will need to go to the Payroll Office to update their form.

If you have questions please call the Payroll Office at 865-7621.