

# 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?**
  - 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?**
  - If the foreign national has their SSN then the same password would still apply.
  - 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?**
  - 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?**
  - 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?**
  - 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?**
  - 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?**
  - 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?**
  - 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.

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- **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](mailto:payroll-services@ufl.edu) and Employment Operations & Records at [ufhremployment@ufl.edu](mailto:ufhremployment@ufl.edu) to relay this information before the 60<sup>th</sup> 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/employmentoperations-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.