

New International Employee Guide

Welcome to the University of Idaho! We are excited to have you working with us. Before starting any work, please complete the steps below:

Step 1: Check in with the International Programs Office (IPO)

Check in with IPO to receive your **ORIGINAL** International Employment Authorization Documents.

International Programs Office

ipo@uidaho.edu

208-885-8984

901 Paradise Creek St LLC Bldg #3

Moscow, Idaho 83844

Step 2: Complete I-9 and additional required paperwork at Human Resources (HR)

Visit Human Resources **on or before** your first day of work to complete your I-9 and the additional required paperwork in order to be authorized to begin working in your position. Bring the following items and information:

- Your official start date for your position
- The acceptable forms of identification required to complete the I-9

IMPORTANT:

- If a background check is required for your position, it must be completed and come back as “Satisfactory” before you can complete your I-9.
- Human Resources cannot accept copies of any documents. They must examine the **original, unexpired document(s)** with wet signatures per Federal Regulation.
- You are not authorized to perform any work (including meeting, trainings, orientations, etc.) until your I-9 and required paperwork have been completed.

After completing your I-9 and additional required paperwork:

- If you are a student/temp employee or a temporary faculty member, you will receive a Work Authorization Card. Show the card to your supervisor or department to confirm that you have completed your visit to HR.
- If you are a classified, exempt or faculty employee, an email will be sent to your department. No action is required on your part.

Step 3: Tax setup in Sprintax- Tax Setup

A few business days after you complete your employee paperwork, you will receive an email from university_of_idaho-noreply@sprintax.com with a link to sign in to Sprintax.

- Follow the link and select '**Log in With Your Institution Account**'. If you can't click the link, copy the address and paste it in your browser's address bar.
- Search for University of Idaho and sign in with your U of I employee credentials.
- Completed the required information.

IMPORTANT: Completing your tax setup in Sprintax is mandatory. You CANNOT BE PAID for your work until it is completed.

Your U.S. tax status depends on your U.S. immigration status and U.S. presence. You may also be entitled to tax exemptions depending on your U.S. tax status, an applicable tax treaty, or both. Since your immigration actions and U.S. presence may change the way you are taxed, we request that you provide us with up-to-date information each year so that we may verify your current status and any applicable tax exemptions. Without this information, we cannot provide you with tax exemptions which might otherwise be applicable.

Step 4: Social Security Number (SSN) Card Application

Follow the instructions below to apply for a Social Security Number. If you already have a Social Security Number, skip this step.

IMPORTANT: Even if you have not yet applied for your SSN, you can still complete your I-9 and begin working. Just be sure to follow the instructions below and present your SSN documentation to HR as you receive it.

1. Visit <https://www.ssa.gov/number-card/request-number-first-time> to begin the process of requesting a Social Security Number. They will walk you through the steps needed to submit your request.
2. After you submit your online request successfully, you must **visit** your local Social Security office **in person** with your documentation within **45 calendar days**. You may be able to schedule an appointment in advance to reduce your wait time.

Social Security Administration
1-877-405-9796 1617
19th Avenue, Lewiston, Idaho 83501

3. After the SSN Card Application appointment, you will be provided with your SSN Card Application Letter (receipt). Bring the receipt to HR within 60 days of starting your position. You will receive your Social Security Card (SSC) in the mail later. Once you receive your SSC, bring it to Human Resources within 60 days of the day you received your receipt.

If you encounter delays during any of the steps above, please inform Human Resources.