

***Paying Wages to a Foreign
National at the UW***

Name of Foreign National: _____

Date(s) of Employment: _____

When the individual has arrived on campus, complete the following and send to Payroll:

- Department creates appointment in OPUS.
- Foreign national completes USCIS Form I-9.
- Department sends foreign national invite to Glacier.
- Foreign national completes Glacier information and sends the Payroll Office the Glacier Tax Summary Report and Required Forms and Document Copies as listed on the Glacier Tax Summary Report.

Pay the foreign national

- Department will pick up check from Payroll Office on payday with normal payroll checks. **OR**
- Funds should be directly deposited into foreign national's U.S. bank account.

