

# PROCEDURES FOR HIRING FOREIGN NATIONAL WORKERS

Are you adding an international bear to your team? *That's so exciting!*

Departments hiring new international employees should have them contact the *International Payroll Office* to complete *new hire paperwork and tax documents* such as I-9, W-4, MO W-4, etc.

## NEW INTERNATIONAL EMPLOYEE PAYROLL PROCESS

### → STEP 1:

Apply for Social Security Number card.

### → STEP 2:

Fill out the Request for Access to the Online FNIS form. Once completed, send it back to the International Payroll Office.

### → STEP 3:

An *automated email* including a *username* and *password* will be sent the employee for access to the FNIS website.

### → STEP 4:

Login to the FNIS website, *fill out required fields, and submit*. (**NOTE:** submitted information will be confirmed by International Payroll.)

### → STEP 5:

Contact the International Payroll Office to schedule an *appointment*.

### → STEP 6:

*Complete and sign* relevant new hire paperwork and tax documents during the appointment with the *International Payroll Specialist*.

## WE'RE HERE TO HELP!

### → FAQ'S

For more information, please review our Frequently Asked Questions page.

### → FOREIGN NATIONAL PAYROLL PROCEDURES

Review the Foreign National Payroll Procedures website for a detailed explanation, based on the type of employment.

### → CONTACT US!

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(417) 836-3395

### WEBSITE

