
Work Authorization Process for Non-Residents

Payroll Shared Services	Department	JHU Tax Office	HR Business Services
Send letters to employee 120 days before work authorization expires	Run monthly reports in Business Analysis to determine if any employees are close to the expiration of work authorization; Human Resources – Payroll Admin – Work Authorization/VISA Expiration Dates	Runs all I9 reports to determine if employees has been re-verified	Monitor Reports that show individuals with expired work authorization who are still active or on loa or temporarily inactive.
If work authorization is expiring in the current pay period and no termination is on the record, place employee on I9 hold on IT 0001 and change direct deposit to check.	Place employee on loa without pay until work authorization is received. Otherwise, terminate the employee if they have not applied for an extension or if work authorization is not received within 60 days.	Update SAP with new work authorization dates and visa information; remove I9 hold from IT 0001 and restore direct deposit if these fields were changed by Payroll	Work with departments to get leave ISRs processed for work authorization that is expired within a 60 day window.
	Once work authorization is received, complete Section III of I9s; documentation provided must include work authorization dates. <u><i>SOM employees will be referred to OIS.</i></u>	Monitor reports for non-residents with no work authorization record in SAP.	Work with departments to get termination ISRs processed for employees with expired work authorizations more than 60 days.