

## **Scholar Payroll Processes**

Click the link below that best describes your situation for step-by-step instructions:

- [I am a new employee who will be working at WU as an H-1 or J-1](#)
- [I have had a change of status](#) (either through WU or through my program sponsor)
- [My work authorization end date has been extended](#) (either by WU or by my program sponsor)
- [I have received an I-551 Stamp in my passport](#)
- [I have received my Permanent Residence Card](#)
- [What immigration documents are relevant to my status?](#)

If none of the situations above fit, and/or you have questions about the **Foreign National Payroll Process**, please contact Amanda Marling at [Amarling@wustl.edu](mailto:Amarling@wustl.edu) or 314-935-9612.

If you have any questions about **foreign national taxation or tax forms**, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

*Last Updated: 11/28/11*

## **I will be working at WU on my J-1 or H-1B visa...how do I fill out my hiring paperwork and tax forms?**

1. Prior to your arrival in the U.S., the Office for International Students and Scholars (OISS) Payroll Administrator, Amanda Marling, will send you an e-mail requesting that you go to the secure Foreign National Information System (FNIS) website.
2. At this website, you will enter information about your employment at Washington University, your foreign and local addresses, and your visa/immigration status history to allow for a tax analysis. You will also give consent for necessary tax forms to be made available to you electronically.
3. After you have entered your information, be sure to print out the confirmation sheet from the FNIS website, sign it, and send it to Amanda by fax to (314) 935-4075 or by U.S. mail to:  
Amanda Marling  
Washington University in St. Louis, OISS  
One Brookings Drive, Campus Box 1083  
St. Louis, Missouri 63130 U.S.A.
4. Amanda will review your FNIS information and either approve it or send you another e-mail if corrections or additional information is needed.
5. When you arrive in the U.S., report to your hiring department to fill out hiring paperwork, and present documents used to complete the paperwork so copies can be made. **\*\*Note that most hiring paperwork must be completed within three days of hire.**
6. Your department will enter you into the university's Human Resources Management System, "HRMS", and send your hiring paperwork to Amanda for processing.
7. Report to OISS within 14 days of your arrival during walk-in hours with your immigration documents and documents for any dependents that have accompanied you. If you have not yet sent your FNIS Confirmation sheet to Amanda, you may turn it in at this time.
  - a. Immigration documents consist of:
    - i. Passport,
    - ii. Entry visa,
    - iii. I-94 card,
    - iv. DS-2019 *or* I-797A Approval Notice *or* I-797c Receipt Notice
  - b. Danforth Campus Walk-In Hours and Location:  
Stix International House, 6470 Forsyth Blvd.  
Monday: 9:00 a.m. – 10:30 a.m.  
Wednesday: 1:30 p.m. – 3:00 p.m.
  - c. Medical Campus Walk-In Hours and Location:  
Human Resources Building, 4480 Clayton Ave.  
Tuesday: 1:30 p.m. – 3:30 p.m.  
Thursday: 9:00 a.m. – 11:00 a.m.

## Office for International Students and Scholars

8. While at the OISS, we will copy your immigration documents and a scholar advisor will meet with you to provide orientation.
9. Within a couple of days, you will receive another e-mail, this time from Joyce Wiseman in Payroll Services, instructing you to return to the FNIS website and print your tax forms.
10. Print all tax forms, sign them, and return to Joyce through campus mail to Campus Box 1000. If you opt to send the forms through the U.S. Postal Mail system, mail them to:  
Joyce Wiseman  
Washington University in St. Louis, Payroll Services  
One Brookings Drive, Campus Box 1000  
St. Louis, MO 63130

If you have questions about entering data into the FNIS site, please contact Amanda Marling at [amarling@wustl.edu](mailto:amarling@wustl.edu) or 935-9612.

If you have questions about the tax forms, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

[Back to top](#)

## My status has changed...how do I update my information?

1. **If your status was changed through the OISS:**
  - a. The OISS Payroll Administrator, Amanda Marling, will extend your authorization in the payroll systems and send you an email when the Foreign National Information System (FNIS) website has been updated to reflect your new status. You may review the information on the FNIS website, and contact Amanda only if any changes need to be made.
  
2. **If your status was changed through an entity other than OISS (i.e., WU is **not** your program sponsor):**
  - a. Bring your new employment authorization document (i.e. employment authorization card (EAD), I-20, DS-2019, I-797 Approval Notice, etc.), to the OISS so a copy can be made and a re-verified I-9 completed. You may bring the document to either campus office; however, if you choose to go to the Medical Campus, plan to go during walk-in hours to ensure someone is there to meet you.
  
3. Amanda will extend your authorization in the payroll systems and send you an email when the Foreign National Information System (FNIS) website has been updated to reflect your new status. You may review the information on the FNIS website, and contact Amanda only if any changes need to be made.
  
4. If your change of status requires new tax forms to be signed, you will receive another e-mail within a couple of days, from Joyce Wiseman in Payroll Services, instructing you to return to the FNIS website and print your tax forms.
  
5. Print your tax forms, sign them, and return to Joyce through campus mail to Campus Box 1000. If you opt to send the forms through the U.S. Postal Mail system, mail them to:  
Joyce Wiseman  
Washington University in St. Louis, Payroll Services  
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If you have questions about data entry at the FNIS site, please contact Amanda Marling at [amarling@wustl.edu](mailto:amarling@wustl.edu) or 935-9612.

If you have questions about the tax forms, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

[Back to top](#)

## My work authorization end date has been extended...how do I update my information?

1. **If your work authorization was extended by the OISS:**
  - a. The OISS Payroll Administrator, Amanda Marling, will extend your authorization in the payroll systems and send you an email when the Foreign National Information System (FNIS) website has been updated to reflect your new status. You may review the information on the FNIS website, and contact Amanda only if any changes need to be made.
2. **If your work authorization was extended by an entity other than OISS (i.e., WU is **not** your program sponsor):**
  - a. Bring your new employment authorization document (i.e. employment authorization card (EAD), I-20, DS-2019, I-797 Approval Notice, etc.), to the OISS so a copy can be made and a payroll update processed. You may bring the document to either campus office; however, if you choose to go to the Medical Campus, plan to go during walk-in hours to ensure someone is there to meet you.
3. Amanda will extend your authorization in the payroll systems and send you an email when the Foreign National Information System (FNIS) website has been updated to reflect your new status. You may review the information on the FNIS website, and contact Amanda only if any changes need to be made.
4. If new tax forms are needed, you will receive another e-mail within a couple of days, from Joyce Wiseman in Payroll Services, with instructions to return to the FNIS website and print tax forms.
5. Print your tax forms, sign them, and return to Joyce through campus mail to Campus Box 1000. If you opt to send the forms through the U.S. Postal Mail system, mail them to:  
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Washington University in St. Louis, Payroll Services  
One Brookings Drive, Campus Box 1000  
St. Louis, MO 63130

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If you have questions about the tax forms, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

[Back to top](#)

## **My application for Permanent Residence has been approved, and I now have an I-551 stamp in my passport...how do I update my information?**

1. Bring your passport to the OISS, so we can make a copy of the stamp.
2. Amanda Marling, the OISS Payroll Administrator, will extend your authorization in the payroll systems and send you an email when the Foreign National Information System (FNIS) website has been updated to reflect your new status. You may review the information on the FNIS website, and contact Amanda only if any changes need to be made.
3. If your change of status requires new tax forms to be signed, you will receive another e-mail within a couple of days, from Joyce Wiseman in Payroll Services, instructing you to return to the FNIS website and print your tax forms.
4. Print your tax forms, sign them, and return to Joyce through campus mail to Campus Box 1000. If you opt to send the forms through the U.S. Postal Mail system, mail them to:  
Joyce Wiseman  
Washington University in St. Louis, Payroll Services  
One Brookings Drive, Campus Box 1000  
St. Louis, MO 63130

If you have questions about entering data into the FNIS site, please contact Amanda Marling at [amarling@wustl.edu](mailto:amarling@wustl.edu) or 935-9612.

If you have questions about the tax forms, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

## **I have received my Permanent Resident Card...how do I update my information?**

1. Bring your PR card to the OISS, so we can make a copy.
2. Amanda Marling will update the payroll systems and the OISS databases with your new status.
3. If you would like to complete new tax forms, please contact Joyce Wiseman at [joyce.wiseman@wustl.edu](mailto:joyce.wiseman@wustl.edu).

[Back to top](#)

## What immigration documents are relevant to my status for check-in purposes?

Regardless of your status, you must provide the following for you and any dependents:

1. Passport
2. Entry Visa
3. I-94 card\*

You will also have a specific document, based on your individual status.

**If your status is:**

**Your status specific document is:**

**J-1**

DS-2019

**H-1B**

**Approved while out of U.S.** I-797A Approval Notice for H-1B status

**Approved while in the U.S.** I-797A Approval Notice for H-1B status

\* if you have not left the country since your H-1B was approved or extended, then your I-94 card will be attached at the bottom of your approval notice

**Under Portability Provision** I-797C Receipt Notice *or* I-797A Approval Notice for H-1B status  
- If your H-1B for Washington University has not yet been approved, you must also provide a copy of the approval notice from your prior H-1 sponsor

\* if you have not left the country since your H-1B was approved or extended, then your I-94 card will be attached at the bottom of your approval notice

**O-1**

I-797A Approval Notice for O-1 status

\* if you have not left the country since your O-1 was approved or extended, then your I-94 card will be attached at the bottom of your approval notice

**Pending Permanent Resident** Employment Authorization Card

**TN**

**Received at the border** Copy of the letter used to apply for TN status

**Approved through USCIS** I-797A Approval Notice for TN status

\* if you have not left the country since your TN was approved or extended, then your I-94 card will be attached at the bottom of your approval notice

[Back to top](#)