

## **Student Payroll Processes**

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

- [I am a new student receiving a stipend](#) (or other form of financial support that will result in my receiving recurring checks from WU)
- [I have found my first job on campus](#)
- [I am either receiving a stipend or working on campus and have changed my status](#) (either to OPT or another status)
- [I am either receiving a stipend or working on campus and my work authorization end date has been extended](#) (either by WU or by my program sponsor)
- [What immigration documents are relevant to me?](#)

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).

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 am a new student who will be receiving a stipend (or other form of funding resulting in recurring checks)... what should I do?**

1. Before you arrive in the U.S., you should receive an e-mail from the OISS Payroll Administrator, Amanda Marling, requesting that you go to the secure Foreign National Information System (FNIS) website. At this website, you will give consent for tax forms to be uploaded. You will then 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.
2. After you have entered your information, be sure to print out the confirmation sheet from the FNIS website, sign it, and either fax it to Amanda's attention at 314-935-4075 or mail it to Amanda at the following address:  
Amanda Marling  
Washington University in St. Louis, OISS  
One Brookings Drive, Campus Box 1083  
St. Louis, MO 63130, U.S.A.
3. Amanda will review your FNIS information and either approve it or send you another email if corrections or additional information is needed.
4. After arriving to the U.S., report to the OISS in order to check-in and receive a Welcome Folder and schedule of orientation events. If you have not already sent your FNIS Confirmation Sheet to Amanda, give it to the OISS front desk at this time.
5. Then report to your admitting department to fill out payroll paperwork, and be ready to present your immigration documents so copies can be made. Note that most payroll paperwork must be completed within three days of hire.
6. Your department will enter you into the "HRMS" system and send your payroll paperwork to Amanda for processing.
7. 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.
8. Print your tax forms, sign them, and return to Joyce. Please be aware that failure to return tax forms in a timely manner could cause your taxation rate to increase. You may send them through campus mail to Campus Box 1000 or through the U.S. Postal Mail system, addressed 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 FNIS, please contact Amanda Marling at [amarling@wustl.edu](mailto:amarling@wustl.edu).

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

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## **I have just found a job on-campus...now what should I do?**

1. Report to your hiring department within 3 days of hire to fill out hiring paperwork, and be prepared to present your immigration documents.
2. Your department will enter you into the “HRMS” system and send your hiring paperwork to the OISS Payroll Administrator, Amanda Marling, for processing.
3. Amanda will send you an email requesting that you go to the secure Foreign National Information System (FNIS) website. At this website, you will give consent for tax forms to be uploaded. You will then enter information about your employment at Washington University, your foreign and local addresses, and your visa/immigration status history in order to run a tax analysis.
4. 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 Marling at Campus Box 1083, or bring it to the OISS front desk in the Stix International House.
5. Amanda will then review your FNIS information and either approve it or send you another email if corrections or additional information is needed.
6. 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.
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## **I was a student working on campus and have changed my status (either to OPT or another status)... how do I update my information?**

1. Bring your new employment authorization document (i.e. employment authorization card (EAD), DS-2019, I-797 Approval Notice, or other document that shows authorization) to the OISS so a copy can be made.
2. Amanda will process the update 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. Please be aware that failure to return tax forms in a timely manner could cause your taxation rate to increase. You may send them through campus mail to Campus Box 1000 or through the U.S. Postal Mail system, addressed to:  
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## **I am a student working on campus or receiving a stipend and 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 Admin., 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, or other document that shows authorization) to our office so a copy can be made.
  - b. You may go to the Medical School office during [walk-in check-in hours](#), or you may come to the Stix House on the Danforth campus anytime during regular business hours (9-5.)
3. Amanda will process the extension in the payroll systems and send you an e-mail once the Foreign National Information System (FNIS) website has been updated to reflect your new end date. 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. Please be aware that failure to return tax forms in a timely manner could cause your taxation rate to increase. You may send them through campus mail to Campus Box 1000 or through the U.S. Postal Mail system, addressed to:  
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## What immigration documents show my work authorization?

You will have a specific document, based on your individual status. If you choose to use one of the following for completing a form I-9, they may need to be used in conjunction with other documents (such as your passport or I-94 card.)

### **If your status is:**

### **Your status specific document is:**

#### **F-1 Student**

**Enrolled in a full-time program**

I-20

**Working on CPT**

I-20 with CPT approval on third page

**Working on OPT**

Employment Authorization Card  
(a.k.a. EAD or OPT card)

#### **J-1 Exchange Visitor**

**Enrolled in a full time program**

DS-2019 and work authorization letter from program sponsor

\* If WU is program sponsor, the letter is from the OISS. If WU is not the program sponsor, you will need to obtain the letter from your program sponsor.

**Working on Academic Training**

DS-2019 and Academic Training approval letter for the specific job

\* If WU is program sponsor, the letter is from the OISS. If WU is not the program sponsor, you will need to obtain the letter from your program sponsor.

#### **Pending Permanent Resident**

Employment Authorization Card

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