

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR – 1005

Subject: Non-Resident Alien	
Authority: Bureau of State Payroll, Department of Financial Services, Social Security Administration, Internal Revenue Service, Bureau of Citizenship and Immigration Service, Federal Dept. of Justice	Effective Adopted Date: 06/28/2006
Revision(s)	06/27/1996; 06/28/2006; 3/2017
Related References	
Purpose	The Bureau of State Payroll, Department of Financial Services, Social Security Administration, Internal Revenue Service, Bureau of Citizenship and Immigration Service, Federal Department of Justice.

1.0 General Information

2.0 Definition

Non-Resident Alien (NRA) is a process of wage / supplemental payments for those individuals who are citizen of or were born in another country.

3.0 Responsibilities

- A. The Departments (D) is responsible for making sure that NRA is authorized to work.
- B. The Office of International Programs is responsible for assisting the department in processing and tracking the NRA.
- C. The President's Office (PO) is responsible for final approval to hire the NRA.
- D. The Vice President's Office (VP) is responsible for approving the hire of the NRA at the division level.
- E. The Office of Human Resources (HR) is responsible for reviewing, processing and paying the NRA.

4.0 General Procedures

- The Payroll Office received appointment papers for all individuals to be processed.
- The Personnel Representative will conduct a final review before processing. If any individuals born or is a citizen of another country, the Personnel Representative will notify the departmental payroll representatives of the additional documents required.

- There are two requirements for additional documents. The first is if the individual was born in another country and is a citizen of the United States (US), the Payroll Office will need a copy of Certificate of Naturalization, Certificate of Birth Abroad or a Passport showing US Citizenship. The second is if an individual was born in another country and claim citizenship of the other country, the Payroll Office will need a copy of VISA, I-94, I-20, DS2019, Employment Authorization Card, Asylum papers or Permanent Residency Card as appropriate for the different status.
- Once the proper paper work is received, the Payroll Office will process the NRA.

5.0 Records