

H1-B Faculty and Staff New Hire

This guide is specifically for those on H1-B's documents from The University of Southern Mississippi, who are being paid by the University to engage in research, teaching, or other activities. To further clarify, these positions include Visiting Professors/Instructors/Lecturers and Staff members. An Immigration Status Memo should be completed as part of the on-campus interview protocol, which will identify these individuals prior to their arrival to begin employment.

1. Position is posted in Cornerstone and follows the guidelines in the Hiring Toolkit.
2. Immigration Status Memo is completed by International Student and Scholar Services (ISSS). To initiate this process, use this [FORM](#).
3. Contact the Export Control Officer (ECO) at exportcontrol@usm.edu as soon as the need is identified to complete the export control compliance process.
4. An offer is made and accepted by the potential employee through Cornerstone.
5. Documents will be gathered for submission to Ware Immigration.
6. A request for a background check (BGC) is submitted through Cornerstone, and the Personnel Action Form (PAF) is sent to HR. HR recommends that this process begin at least one month prior to the semester's start. This allows time for the BGC and paperwork to be completed, as well as, entry to ensure access to SOAR, email, and Canvas for the instructors.
 - a. Note: If the applicant is applying for H1-B (Not just transferring from another institution), this process could take 9 months to complete. Consult the H1B Toolkit for more information.
7. HR then submits the request for a BGC to RedTail and an email is then sent to potential employees for completion. Communication with your potential employee is vital to ensure they check their email for this process. [Retail Information Sheet](#)
8. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days but could potentially take longer.
9. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
 - a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed and if the start date needs to be updated.
10. The new employee will make an International Paperwork Appointment with University Human Resources to complete new hire paperwork and taxes. [Make an Appointment](#)
11. The new employee will bring to HR their passport, visa documents (I-797 Approval Notice), Employment Authorization Card (EAD), I-94, and any dependent family member information (passport and supporting documents) to complete the employment data forms.
12. HR can assist with the application for a Social Security Number (SSN) with the Social Security Administration Office (SSA) if needed at this time. Note: most will have SSN already.
13. Once all paperwork has been submitted, HR will complete the data entry and notify the hiring department of upcoming Faculty Orientation and send the hiring department the staff member's ID Form.

*****Last step if an application for SSN was necessary*****
14. Once the employee receives their SSN, they should schedule an International Paperwork appointment with HR and bring their SSN to complete their paperwork. [Make an Appointment](#).