Managing Employees

Temporary Social Security Numbers
All employees are expected to have or to receive a social security number. According to FSU policy, individuals without a social security card should not be appointed or allowed to work without the receipt or letter documenting that they have made application with the Social Security Administration (SSA). A change in SSA policy may delay applications made by nonresident aliens. Before issuing a number, the applicant's immigration status is verified by SSA using the Department of Homeland Security online database. In addition, international F-1 and J-1 students must attach a letter to the application from the employing department and endorsed by the International Student Center.

The Human Resources office will assign an 849 temporary number in lieu of a valid social security number. This temporary number will allow the employee to be on payroll for 4.5 pay periods. A department hiring an employee without a valid social security number must contact HR to receive an 849 number and its expiration date prior to completing and submitting hiring paperwork to HR.

Once a valid social security card has been received the department must submit a copy to HR. In addition the department is to submit new paperwork to extend the appointment dates. Please note that temporary numbers are not issued for 1x Pay appointments.

W-4
NRA employees who are considered to be a “nonresident alien for tax purposes” must complete their W-4 as mandated by the IRS.

- Single (regardless of actual marital status)
- Claim 1 allowance

Individuals from India may request additional withholding allowances for each additional dependent present in the United States. No additional dollar amount needs to be withheld.

If you are considered a “resident alien for tax purposes” you may complete the W-4 as you wish.

Terminating Employees
Some nonresident alien visa holders have work hour restrictions therefore it is essential for departments to terminate any employee who no longer has active funding. No appointment changes will be processed if the employee is in violation of the hour restriction.

Visa Status changes
Department must submit updated Visa information to Human Resources – Compensation so that the employment files may be updated.

Personal Information
Over the course of employment with FSU you may need to be contacted by Human Resources or the Payroll Services office, therefore it is important to regularly update your personal information.

OPS FICA Alternative Plan
Beginning with the December 16, 2005 pay period, employees that were not covered by the university's retirement plan, and paying social security taxes, became eligible for the FICA Alternative Plan. Please visit the Bencor website for more information on how the plan works and its advantages.