University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide—UCCS

Using an ITIN to Add International Fellowship Recipients

This guide describes entering international fellowship recipients into HCM using an eligible Individual Taxpayer Identification Number (ITIN). This process is only used for international students on fellowship.

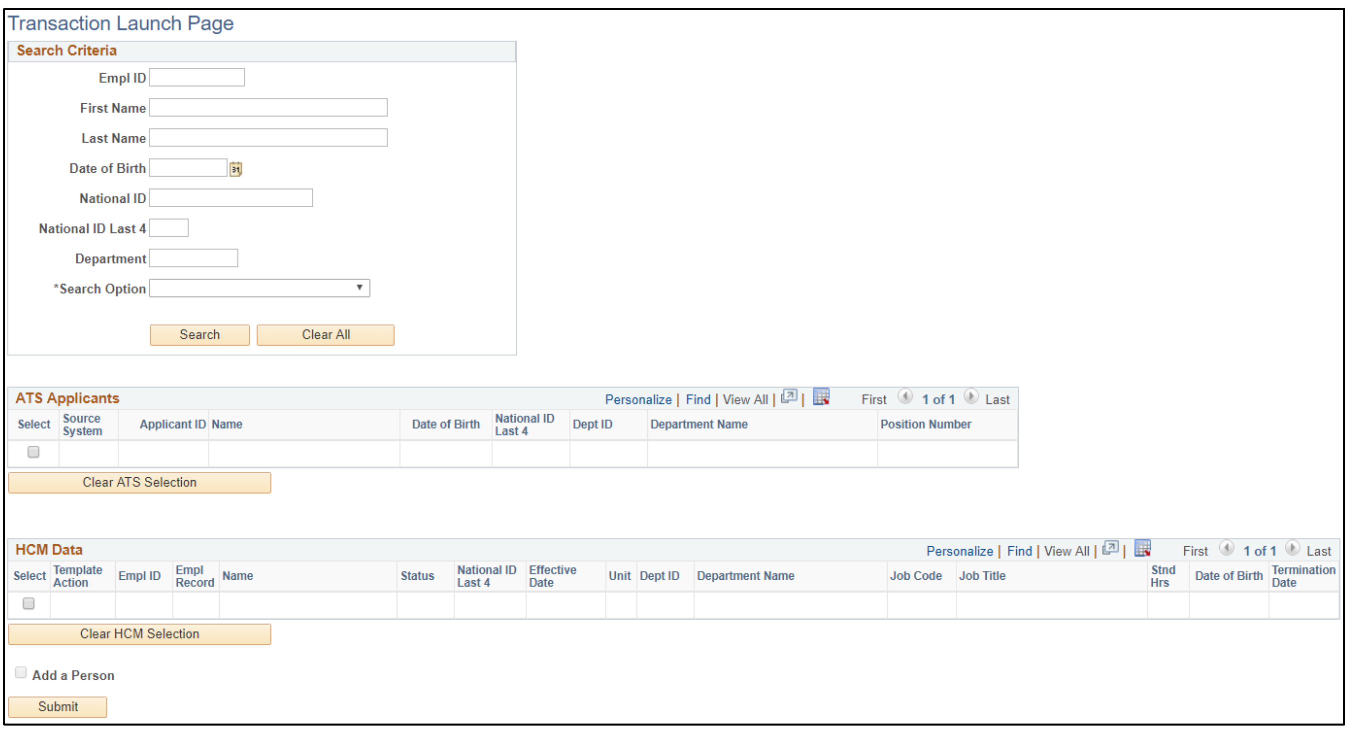
Students participating in fellowships are paid through a stipend, and there is no expectation of past, present, or future services in return for this support. As such, international students cannot obtain a social security number (SSN), because the Social Security Administration requires proof of work. Instead, international fellowship recipients should apply for an eligible ITIN, which can be used to enter the fellowship into the appropriate job code in HCM (**only 3204 and 3205**).

Caution: Any employee, including any student employee, who provides any type of service or work component to the university should **never** be hired using an ITIN. International students who will be working for the university in any capacity, and hired in any job code other than 3204 or 3205 must apply for a social security number, which can then be used to hire them into HCM. For more information, contact your campus HR.

Initiating a Hire Transaction for International Fellow

To add an international fellowship student to HCM so they can receive stipends:

1. From the HCM Community Users dashboard, click the **Transaction Launch Page** tile. The Transaction Launch Page appears.



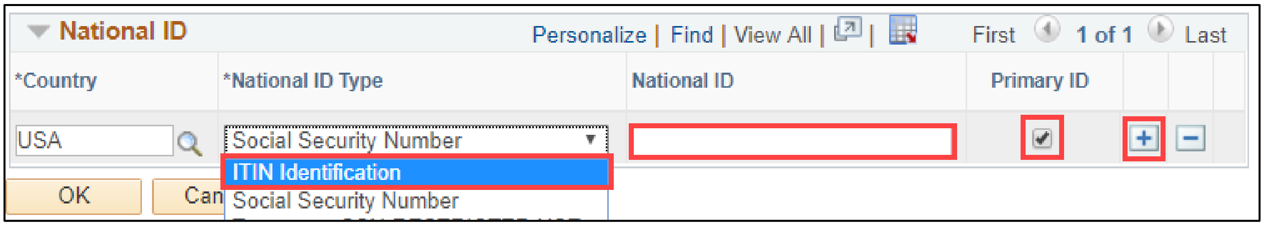
2. In the Search Criteria section, type the **Last Name** (or other personal identifying information you have, but keep it as limited as possible to allow a wide search).

   Caution: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you add a new employee to hire, you should run the Job List query (CUES_HCM_JOB_LIST) to make sure the person you are adding does not already exist in the system.

   To run the query from the HCM Community Users dashboard:
   a. Click the **HCM WorkCenter** tile.
   b. Click the **Resources** tab.
   c. If the query does not appear in the list of most used, select the **Click here for ALL** link.
   d. Select **Job List**.
   e. Make sure the Active ONLY check box is not selected.
   f. Type search criteria.
   g. Double-check that your criteria is entered correctly. Mistyping a name will yield incorrect and possibly misleading results.
   h. Click **View Results**.

3. From the **Search Option** list, select **Hire/Rehire/Additional Job**. This is required. The search option helps determine which template pages to display that are correct for your transaction.
4. Click **Search**. You should not see any results returned matching your criteria. If you do, contact campus HR for assistance; do not enter a duplicate record.
5. Select the **Add a Person** check box.
6. Click **Submit**. A message appears, asking if this is a contract employee.
7. Click **No**. (International Fellowship recipients receive stipends.)
8. In the Name section, select an **Effective Date**. This is the date this person's record is created in the system. The default is today's date. When choosing the initial effective date, consider that only one new row may be added per day when updating background checks and Form I-9s. The most current row must be a day prior to the hire effective date.
9. Click **Add Name**.
10. Type the **First Name** and **Last Name**.
11. Click **OK**.
12. Select or type the **Date of Birth**.
13. If you have the information, complete required fields:
    a. Select **Gender**.
    b. Select **Highest Education Level**.
    c. Select **Marital Status**.

d. From the **National ID Type** drop down, select **ITIN Identification.**



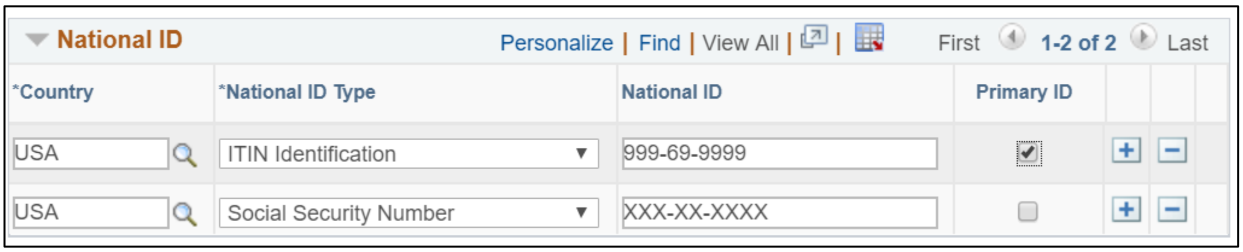
e. In the **National ID** field, type the individual taxpayer ID number.

f. Select the **Primary ID** checkbox.

g. Click the plus button to add another national ID.

h. From the **National ID Type** drop down, select **Social Security Number** and type XXX-XX-XXXX as the National ID.

Note: You must have both National ID Types to hire and pay this individual:



14. Complete the transaction and submit it for approval as described in *Hiring an Employee Step-by-Step Guide*.