SYSTEM INTERNATIONAL EMPLOYMENT SERVICES

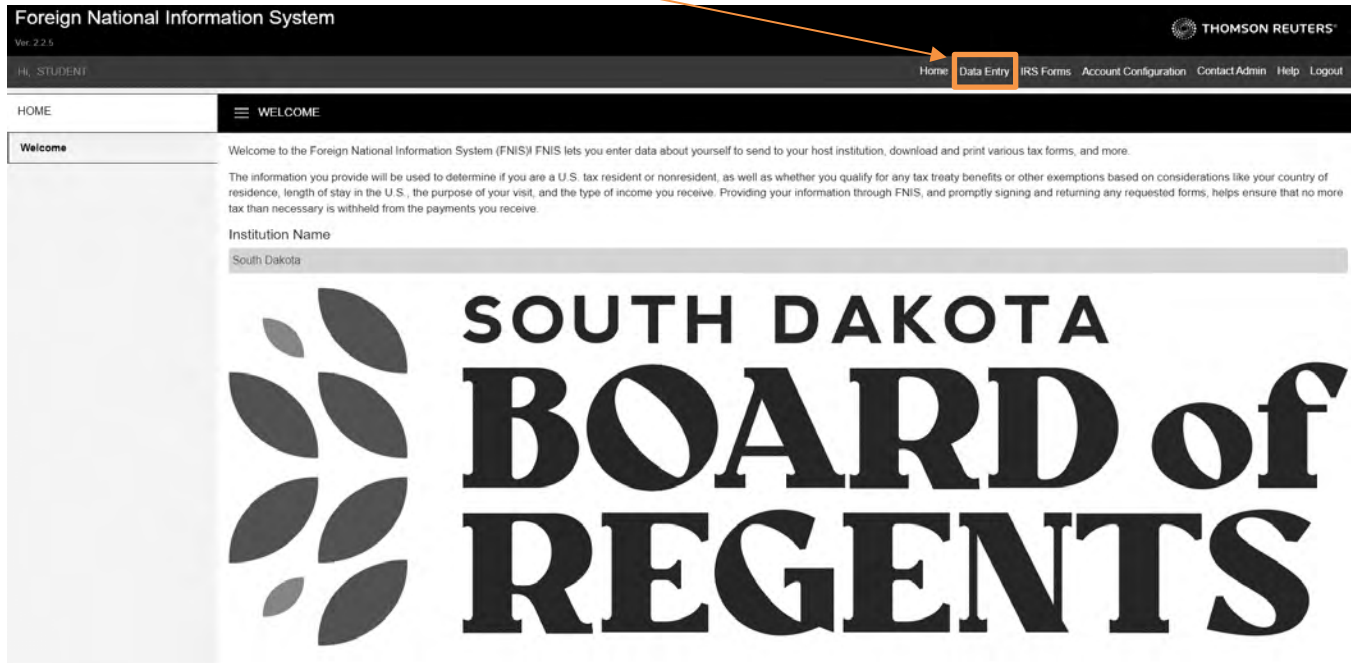## FOREIGN NATIONAL INFORMATION SYSTEM (FNIS)

In the first month of your employment, you will receive an email from SDBORWindstar@sdbor.edu requesting you to access a website called FNIS and to enter information about yourself, your visa status, and your current and previous entries into the U.S. **Please complete this task as soon as possible once you receive this email.** If you have any questions or concerns regarding the online FNIS form, please contact System International Employment Services (SIES).

SIES takes every effort to reduce your tax liability on the income you earn while you are in the U.S. The FNIS program allows you to take full advantage of any existing tax treaties and to ensure you are being taxed correctly. Most of the information is pre-loaded from our payroll software allowing completion of your FNIS record in 6 easy steps:

- Enter User ID and Password per emailed instructions from SDBORWindstar@sdbor.edu.
- Institution code will always be "sdstate"
- You will be required to change your password

Choose to consent to receiving your forms electronically and click "Save Changes"!

To get started, click on "Data Entry"

Click on "Basic Information

As you work through the online FNIS form, if you need more information, click on the "Question Mark" next to the applicable field.

STEP 1: BASIC INFORMATION

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Full Name: *First Name*, *Middle Name* (if applicable), *Last Name*
    - o   Please leave the following fields blank: *Title, Post Title, Maiden Name*
- Social Security Number
    - o   If you do not have a Social Security Number, **leave this field blank** and indicate "Yes" or "No" if you have applied for one. You can still submit the FNIS form for review without an SSN.
        - ▪   If you have not applied for a Social Security Number, please do so as soon as possible.
        - ▪   When you receive your Social Security Number, please contact your campus HR/Payroll office.
- Individual Taxpayer Identification Number: If you have an ITIN, please enter. Otherwise, <u>leave blank.</u>
- Organization ID: Assigned campus ID Number. Do not change.
- Foreign Taxpayer ID: please leave blank.
    - o   Disregard *Payroll System, Financial/Accounts Payable System, Student System, Visa/Immigration System*
- Student Type
    - o   Choose *Undergraduate* or *Graduate Student*. If you are not a student employee, choose *Not a Student*.
- Trainee Type: J-1 Trainee, J-1 Intern and J-1 Student Intern only. If not applicable, enter *Not a Trainee*
- Department at Institution: Enter the department name you will be working in.
- Occupation at Institution: Enter your job title. Please leave *Occupation 2 at Institution* blank.

Click "Save Changes"

STEP 2: INDIVIDUAL INFORMATION

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Date of Birth
- Marital Status. If you are married, answer the remaining questions.
- Dependents. Answer questions, if applicable
- Email Address (University assigned email. <u>Please do not change</u>.)
- Date First Ever Entered USA
  - This is the date you entered the United States **<u>for the first time</u>**.
- Claiming Personal Exemption. Leave as default.

Click on "Save Changes"

STEP 3: ADDRESS INFORMATION

US Local Address and Foreign Residence Address are required fields. Please verify that the pre-populated fields are correct. Enter and update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

Click on "Save Changes".

STEP 4: ADDITIONAL INFORMATION

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Country of Passport/Citizenship
- Passport Number
- Passport Expiration Date
- Are you also a U.S. citizen?
- Country of Tax Residence
- Other Information
  - Enter "Yes" or "No". If you are unsure, choose "Unknown".

Click on "Save Changes".

STEP 5: VISA/IMMIGRATION STATUS HISTORY

Click on "Add New Record"

The following fields are required.

- Immigration Status
- J Subcategory, if applicable
- Primary Purpose of Visit (Example: If you are in F-1 status, select "Studying in Degree Program")
- Tax residence country before entering US
- Treaty Benefit Taken as, if applicable
- First Day in US in this Status (This is the date you arrived in the US in this status)
- Last Day in US in this Status (This is the date you exited the US. If you are entering your current immigration status and have not left the US, use your program end date. F-1 use the I-20, J-1 use the DS-2-2019, etc.)

Click "Save"

For each additional immigration activity, you will need to "Add New Record". Once complete, click "Continue"

STEP 6: CONFIRMATION

When you are finished with entering your data, check the confirmation box and click "Submit Confirmation".

The System International Employment Services (SIES) is here to assist you. Please do not hesitate to contact us if you have any questions or concerns regarding the FNIS system.

System International Employment Services
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