

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.5	Payroll Services	Revised:	September 2008
Policy 6.5.6	Payment to Nonresident Aliens	Responsibility:	Assistant Vice President for Business Affairs

PAYMENT TO NONRESIDENT ALIENS

Procedures

Nonresident alien employees may be authorized to work based on their visa type and type of work. The Office of International Services assists the departments and foreign visitors in obtaining the proper work authorization. Once obtained, the department will process a new hire transaction in PeopleSoft to place the new employee on the payroll using the same procedures as specified for U.S. citizens. For additional requirements regarding withholding of taxes, social security, and tax treaty benefits, refer to the "[Handbook for Payments to International Visitors](#)". This Handbook can be accessed at: <http://www.uthscsa.edu/business/payroll>.
