

Paying Non-U.S. Citizens

Any current employees or individuals who are non-U.S. Citizens and are working outside of the United States will be paid as individuals/international payees rather than employees. This only applies to individuals that have never worked in the United States. Individuals/international payees who enter the U.S. to work will need to notify the Boise State HR department immediately to be converted to, and paid as employees.

Note: This does not apply to U.S. Taxpayers or U.S. Citizens working abroad.

Process

1. Individual (international payee) will need to provide:
 - a. Submit a Foreign Source statement including working dates
 - b. Department will send a PaymentWorks invitation to the individual so that Accounts Payable will be able to pay them. Here's a link to the [Job Aid](#).
 - c. A W-8BEN form will be uploaded into PaymentWorks by the individual
 - d. In PaymentWorks, the individual will provide a voided check from a U.S. bank account or a letter from the bank if a voided check is not available to be paid by ACH, or bank details for wire payments to foreign bank accounts.
 - e. A supplier record will be set up in OFC from the information provided in PaymentWorks. For questions on the setup process email p2p_suppliers@boisestate.edu
2. Department will need to:
 - a. [Submit an Invoice Payment request - Job Aid](#)
 - b. Attach documentation that includes
 - i. Purpose or what they're doing
 - ii. Amount for monthly payments
 - iii. Begin and End Date for recurring payments
3. A new request will need to be submitted each semester.
4. For questions on the Invoice Payment process, email p2p_suppliers@boisestate.edu
5. Notify the Center for Global Education (globalscholars@boisestate.edu) well in advance of any travel to the U.S., as a valid U.S. work authorization may be required for any work completed in the U.S.
6. Notify taxreporting@boisestate.edu when they have entered the U.S. and are hiring as an employee.