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 Submitting Invoice Payments 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_payables@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.