

Office of International Affairs  
The University of Texas Southwestern Medical Center

**DEPARTMENTAL CHECKLIST TO REQUEST A VISA AND APPOINT “NON-RECRUITED” FELLOWS  
(EXCEPT POSTDOCTORAL SCHOLARS) IN PEOPLESOFT HCM**

The visa and on-boarding instructions below apply to all visa holders. Instructions for PeopleSoft HCM appointments apply only for the following job titles: Visiting Senior Fellow, Visiting Junior Fellow, Visiting Reciprocal Fellow, Research Intern, Clinical Observer, postdoctoral scholar titles, clinical trainee titles, Extended Access for Recruitment, and Contractor.

- For on-boarding of Postdoctoral Scholars see <http://www.utsouthwestern.net/intranet/education/grad-school-biomedical/postdoc/admin/>
- For on-boarding of clinical residents and fellows contact [GME@utsouthwestern.edu](mailto:GME@utsouthwestern.edu)
- Your HR Recruiter will handle PeopleSoft HCM appointments for Classified staff
- For faculty appointments contact the Office of the Dean of Medicine or the School of Health Professions, as appropriate
- For graduate student appointments contact Deborah Evalds, 8-0714, or the appropriate Graduate School of Biomedical Science Program Coordinator

A. How to Initiate the Visa Sponsorship Process:

Initiate a visa sponsorship request through the Office of International Affairs as soon as you are notified of a mentor’s intention to invite an international visitor to campus. The visa process may be initiated as early as 6-8 months, but no less than 3-4 months, before the expected arrival date of the international visitor.

1. Access the appropriate visa application package or checklist under “Visa Information” at:  
<http://www.utsouthwestern.edu/international>
2. For Postdoctoral Scholars you must also complete the checklist items at:  
<http://www.utsouthwestern.net/intranet/education/grad-school-biomedical/postdoc/admin/>
3. Forward J-1 visa “Prospective Trainee” package, or H-1B visa checklist link to prospective international visitor and encourage him/her to contact International Affairs for assistance in meeting documentary requirements.
4. Instruct prospective visitor to send documents required for visa request to you so that you can forward them as one package with the departmental documents to International Affairs.
5. When all required documents for visa request are received or completed, print relevant visa checklist, organize documents in checklist order, and provide package to International Affairs, NL 3.252, MC 9011. ***We can be most efficient and effective when we receive one communication with all of the completed documents necessary to initiate the visa request.***
6. International Affairs will prepare visa document/petition, notify department and prospective non-recruited fellow when document is issued or petition approved, and forward the visa documents to the international visitor via Federal Express if s/he is abroad.

- B. The PeopleSoft HCM On-Boarding process for international visa holders may require up to five business days to be completed. ***We strongly recommend that international visitors plan to check in with International Affairs at least five business days before their official employment will begin, if possible.*** The international visitor must meet with an International Affairs representative and be cleared for hire before the HCM form reflecting the official position can be approved. International Affairs will work with you to explore options for early clearance on a case by case basis assuming current valid visa documentation is in place.

- C. If it is not possible for the international visitor to check in with International Affairs five business days before the desired start date and it is crucial that system access be in place on the first official date of employment you may choose to submit a PeopleSoft HCM “Add a New Person (Not Recruited)” form for the purpose of “extended access” as outlined below.

**(NOTE: If you choose to do this, additional HCM forms with the full details of the official appointment will be required once the Employee ID is available and effective date of official employment is known.)**

To create an HCM “Add a New Person (Not Recruited)” form for “extended access”:

1. Log in to PeopleSoft HCM
  2. From UT Southwestern MSS navigate to “Add New Person (Not Recruited)” and “Request Add New Person”
  3. Effective date can be day after form is submitted
  4. For “Relationship” select “Extended Access”
  5. Biographical Details:
    - a. Select correct prefix
    - b. Enter name
    - c. Select name suffix
    - d. Enter SSN or if none, leave blank and system will populate with xxx-xx-xxxx
    - e. Enter correct date of birth
    - f. Select ethnic group if known
    - g. For “Gender” select “Male” or “Female” (do not select “Unknown”)
    - h. Highest Education Level – select highest degree earned
    - i. Marital Status—select if known
    - j. **Citizenship Status – select “Visa Holder (Temporary)”**
  7. Contact Information—enter current street address, telephone and E-Mail address (may be an out of state or foreign address)
  8. Job Information:
    - a. Complete “Business Unit,” “Department,” “Supervisor,” and “Location” as appropriate
    - b. For “Job Code” enter “OTHER”
    - c. For “Full/Part” select “Part-Time” or leave blank
    - d. The hours and FTE information will automatically populate
  9. Comments—Enter a brief statement as to the reason for requesting the extended access prior to the official employment date
  10. Submit and note the Transaction ID
- D. **IMPORTANT:** When you receive the Employee ID generated by following the above steps, you must submit a new “Add a New Person (Not Recruited)” form using the Employee ID generated after the “extended access” form is fully approved , the Position Number (if for a paid position,) the correct “Relationship,” and official job code . This second form will remain pending until the visitor arrives and checks in with International Affairs. When this second form has been fully approved and the effective date of the appointment has passed, you must submit a “Terminate Employee” form for the “extended access” POI appointment. (See instructions below.) Otherwise that data will remain in the system and cause errors.

Overview of the “Add a New Person (Not Recruited)” Appointment Process for Research Fellows

Employee Paid 100% Budget Salary by UTSW	Employee Partially Funded by UTSW and Partially by an External Entity	Non-Employee 100% “Paid Direct” by an External Entity
1. OPTIONAL “EXTENDED ACCESS”  See instructions under (C) above to create POI form for “extended access”	4. OPTIONAL “EXTENDED ACCESS”  5. See instructions under (C) above to create POI form for “extended access”	1. OPTIONAL “EXTENDED ACCESS”  See instructions under (C) above to create POI form for “extended access”
2. Create <b>“Add a New Position”</b> form for paid UTSW appointment; wait for approval and record Position Number	6. Create <b>“Add a New Position”</b> form reflecting portion paid by UTSW; wait for approval and record Position Number	2. Create <b>“Add a New Person (Not Recruited)”</b> form with the correct “Relationship” and “Job Code” as indicated on the attached table.  <i>In the “Comments” section, indicate the source and amount of the “paid direct” funding.</i>
3. Upon approval of new position, create “Add a New Person (Not Recruited)” form: a) Enter EMPL ID from (1) above b) Enter POSITION # from (2) above	7. Upon approval of new position, create “Add a New Person (Not Recruited)” form: a) Enter EMPL ID from (1) above b) Enter POSITION # from (2) above c) Enter Subledger and Salary Information	3. Terminate “extended access” POI form created in (1) above: a) Pull up the appointment with 0 as “Employee Record” number and “Pay Group” of NPY (not paid) b) “Effective Date” must be <u>after</u> start date of approved HCM form for official job title c) “Reason for Termination” = “End Temporary Assignment” d) “Initiator Comments”= “This is to terminate POI for extended access, only, for _____ (name of visa holder)”
4. Terminate “extended access” POI form created in (1) above: a) Pull up the appointment with 0 as “Employee Record” number and “Pay Group” of NPY (not paid) b) “Effective Date” must be <u>after</u> start date of approved HCM form for official job title c) “Reason for Termination” = “End Temporary Assignment” d) “Initiator Comments”= “This is to terminate POI for extended access, only, for _____ (name of visa holder)”	8. POSTDOCTORAL SCHOLARS <u>ONLY</u> : a) Create a second “Add a New Person (Not Recruited)” to reflect external portion of pay b) Use Job Code PRHII to ensure eligibility for out-of-pocket fellow benefits under UT Select	
<b>PROCESS COMPLETED</b>	5. Terminate “extended access” POI form created in (1) above: a) Pull up the appointment with 0 as “Employee Record” number and “Pay Group” of NPY (not paid) b) “Effective Date” must be <u>after</u> start date of approved HCM form for official job title c) “Reason for Termination” = “End Temporary Assignment” d) “Initiator Comments”= “This is to terminate POI for extended access, only, for _____ (name of visa holder)”	

**E Step by Step Instructions for Completion of the “Add a New Person (Not Recruited)” Form:**

(NOTE: Do not submit final appointment form until visa stamp is issued and airline ticket purchased OR visa application is sufficiently advanced such that employment effective date can be determined with relative accuracy.)

- a. Effective date – date position will begin
- b. Relationship to UT Southwestern (review and select correct value from attached table)
- c. If EMPL ID (Person Number) already issued, click the checkbox for “Existing Employee” and search for the person; this will populate biographical data(d) – (k,) below.) If not, enter (d) – (k) manually. (Note: if you have a previous Person Number but do not find it in the search function, make note of the prior Person Number in the “Comments” section.)
- d. First name as it appears in passport
- e. Middle name, if any, as it appears in passport
- f. Last name as it appears in passport
- g. Social Security Number (if none leave blank and system will populate with “xxx-xx-xxxx”)
- h. Date of Birth
- i. Ethnic Group
- j. Gender –Select “male” or “female” as appropriate
- k. Highest Education Level
- l. Citizenship Status – select “Visa Holder (Alien Temporary)”
- m. Address –Current U.S. address, if any (if no U.S. address leave blank)
- n. Phone Number
- o. Email Address
- p. **Position Number:** If paid by UTSW, search and select number from the approved “Add a New Position” form. This will populate the “Job Information” on the HCM form reflecting the paid portion of the position.
- q. **Job Information:** For appointment that is 100% “paid direct” you must complete these fields manually
  - i. Expected End Date: Leave blank or enter date appointment will end, if known
  - ii. Select correct Business Unit, Department, Supervisor, and Work Location
  - iii. **Job Code:** Use the attached table to identify the correct job title for the visa holder
  - iv. Enter correct Job Code, Regular/Temporary, Full/Part Time, Standard Hours, and FTE information.  
**NOTE: For partially UTSW paid individuals not eligible for benefits, enter an FTE value of .0003**
- a. **Rate Code:**
  - i. NAANNL for salaried individual
  - ii. STIPND for stipend fellow
  - iii. Leave blank if no UTSW pay
- b. **Comp Rate: If paid through UTSW enter salary or stipend amount to be paid**
- c. **Frequency: If paid through UTSW enter “Annual” or “Hourly”**
- d. **Comments:**
  - i. If visa holder is partially paid by UT Southwestern and partially “paid direct” from an external source please indicate the source and amount of “paid direct” funding here. (See exception for Postdoctoral Scholars in [D] above.)
  - ii. The sum of the Comp Rate and “paid direct” amount must meet minimum funding requirements for the job title and must match visa sponsorship request.

**F Whenever possible, international visitors should plan to arrive at UT Southwestern about five business days prior to the start date of their UTSW activities and be cleared through International Affairs.** This will enable International Affairs to approve the pending “Add a New Person (Not Recruited)” form before the official employment date to allow an Employee I.D. to be created in HCM and used to schedule New Employee Orientation and request systems access. ***Alternatives for an early check-in may be possible on a case-by-case basis. Please discuss with your International Affairs liaison.*** To schedule the initial International Affairs appointment for a prospective visitor, please call 214-648-0010.

**G** International Affairs will only approve an “Add a New Person (Not Recruited)” form for the official start date and title *after* the visitor has checked in and contingent upon receipt of all required documentation including:

- a. Original passport(s)
- b. Original U.S. immigration documents reflecting all periods of presence in the U.S.
- c. Original DS-2019 form(s) and/or or I-797 H-1B Approval Notice(s)
- d. Original Form I-94 or printed electronic version
- e. Social Security card (if any)
- f. J-1 Visa Holders: Documentation of health and medical evacuation and repatriation insurance meeting U.S. Department of State requirements.

**H** Please contact your International Affairs liaison (see [www.utsouthwestern.edu/international](http://www.utsouthwestern.edu/international) at any stage of this process for assistance.)

## ADDITIONAL PEOPLESOFT HCM TIPS FOR SUCCESSFUL ON-BOARDING

1. To provide UT Southwestern employee health insurance benefits, you may need to submit a PeopleSoft HCM “Add Additional Pay” form for partially “paid direct” Postdoctoral Scholars and certain partially paid direct fellows. For information and instructions see: <http://www.utsouthwestern.net/intranet/education/grad-school-biomedical/postdoc/admin/>
2. Once Employee ID is available, schedule New Employee Orientation and arrange for UT Southwestern Badge to be issued:
  - a. Contact Molly Howard Muether, HR Recruitment, 214-648-5241, to schedule NEO and provide information needed to create employee badge
  - b. Be prepared to provide the information reflected in PeopleSoft HCM>Workforce Administration>Job Information>Job Data, to include:
    - i. Person Type (Person of Interest, Employee, Student, Intern, etc.)
    - ii. Employee ID
    - iii. PeopleSoft Department Number
    - iv. Job Title
    - v. Academic Title (populated by completion of HCM “Licenses and Education” screen as described in (2) above.
3. Be sure to have visa holder complete the new employee packet before the scheduled arrival and start date and send it to [Records@utsouthwestern.edu](mailto:Records@utsouthwestern.edu). The packet is available at: [http://www.utsouthwestern.edu/edumedia/edufiles/about\\_us/admin\\_offices/international\\_affairs/new-hire-forms-postdoc.pdf](http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/international_affairs/new-hire-forms-postdoc.pdf)

NOTE: This guide should be used to along with UPK’s and other user materials developed by the PeopleSoft HCM Team to provide specific detail regarding how to appoint international employees that are considered “non-recruited fellows.” Additional resources for creation of relevant PeopleSoft HCM forms include:

- PeopleSoft Job Aids: <https://psproject.swap.swmed.org/HCM%20Approval%20Job%20Aids/Forms/AllItems.aspx>
- PeopleSoft UPK Training Library: <http://sw2kerpau1.swmed.org/ODSTrack/UPKContent/toc.html>
- Office of Postdoctoral Affairs checklist for appointment of Postdoctoral Scholars in PeopleSoft HCM: <http://www.utsouthwestern.net/intranet/education/grad-school-biomedical/postdoc/admin/>
- PeopleSoft HCM Manager Self Service (MSS) “Add a New Person (Not Recruited)” Department User Guide (available from PeopleSoft Team, IR)

PeopleSoft HCM “Add a New Person (Not Recruited)” Guide for Selection of “Relationship” for International Visa Holders

JOB TITLE	JOB CODE	JOB CLASS	POI: 100% “Paid Direct	EMP: Partially/Fully Paid by UTSW?	%FTE	“RELATIONSHIP”	COMMENTS
Visiting Senior Fellow	VSFEL	POI	YES	N/A	.0003	Full Paid Direct	Paid by outside organizational source
Visiting Senior Researcher	0803	Classified	N/A	YES	.0003	Fellow	Paid partially/fully by UT Southwestern
Visiting Junior Fellow	VJFEL	POI	YES	N/A	.0003	Full Paid Direct	Paid by outside organizational source
Visiting Junior Researcher	0802	Classified	N/A	YES	1.0	Fellow	Fully paid by UT Southwestern
Visiting Reciprocal Fellow	VRFEL	POI	YES	N/A	.0003	Full Paid Direct	Paid by outside organizational source
Visiting Reciprocal Researcher	0807	Classified	N/A	YES	1.0	Fellow	Fully paid by UT Southwestern
Visiting Faculty	0744, 0734, 0724, 0714	POI	YES	N/A	.0003	External Instructor	Paid by outside organizational source
Visiting Faculty	0744, 0734, 0724, 0714	Faculty	N/A	YES	1.0	Fellow	Paid fully by UT Southwestern
Research Intern	9912	POI	YES	N/A	.0003	Student Intern	Must be enrolled in U.S. college/university, paid by outside
Visiting Graduate Student	0806	Classified	N/A	Yes	1.0	Student Worker	Grad. Student enrolled at other U.S. institution
Graduate Student Assistant	9910	Classified	YES	N/A	.0003	Student Intern	Undergraduate domestic/international student,
Graduate Student Assistant	9910	Classified	N/A	YES	1.0	Student Worker	Undergraduate domestic/international student paid by UTSW
Grad Student Fellow	GSxx	POI	YES	N/A	.0003	Student Intern	Enrolled in UTSW degree program and paid a from an external source
Student Intern	STUIN	POI	YES	N/A	.0003	Student Intern	Grad. Student enrolled at other U.S. institution, paid by outside source
Student Intern	9921	Temporary	N/A	YES	1.0	Student Worker	Grad. Student enrolled at other U.S. institution but paid by UTSW

**PeopleSoft HCM “Add a New Person (Not Recruited)” Guide for Selection of “Relationship” for International Visa Holders**

<b>JOB TITLE</b>	<b>JOB CODE</b>	<b>JOB CLASS</b>	<b>POI: 100% “Paid Direct”</b>	<b>EMP: Partially/Fully Paid by UTSW?</b>	<b>% FTE</b>	<b>“RELATIONSHIP” MUST BE:</b>	<b>COMMENTS</b>
<b>Clinical Observer</b>	<b>OBS</b>	<b>POI</b>	<b>YES</b>	<b>N/A</b>	<b>.0003</b>	<b>Observer</b>	<b>Paid by outside source</b>
<b>Residents</b>	<b>RES/PTC</b>	<b>POI</b>	<b>YES</b>	<b>N/A</b>	<b>.0003</b>	<b>Resident</b>	<b>Paid by affiliated hospital</b>
<b>Clinical Fellow-ACGME</b>	<b>6801</b>	<b>ATP</b>	<b>N/A</b>	<b>YES</b>	<b>1.0</b>	<b>Fellow</b>	<b>Paid by UT Southwestern</b>
<b>Clinical Fellow-Non-ACGME</b>	<b>7801</b>	<b>ATP</b>	<b>YES</b>	<b>YES</b>	<b>1.0</b>	<b>Fellow</b>	<b>Paid by UT Southwestern</b>
<b>Postgrad Research Trainee</b>	<b>4805</b>	<b>ATP</b>	<b>N/A</b>	<b>YES</b>	<b>1.0</b>	<b>Postdocs</b>	<b>Paid salary partially/fully by UTSW</b>
<b>Postdoctoral Research Fellow</b>	<b>PRHII</b>	<b>POI</b>	<b>N/A</b>	<b>YES</b>	<b>1.0</b>	<b>Postdocs</b>	<b>Paid by an outside funding agency</b>
<b>Visiting Researcher</b>	<b>RECEM (Recruitment Employees)</b>	<b>POI</b>	<b>N/A</b>	<b>N/A</b>	<b>.0003</b>	<b>Non-Employee Researcher</b>	<b>Paid, and visa sponsorship provided, by external organization</b>
<b>Extended Access for Prospective Employee</b>	<b>OTHER</b>	<b>POI</b>	<b>N/A</b>	<b>N/A</b>		<b>Extended Access</b>	<b>Temporary status to enable creation of EMPL ID for use in requesting access and scheduling New Employee Orientation</b>