Out of Country New Hires

Employees working exclusively outside the US require special handling to ensure their citizenship and tax data is set up properly in UCPath. Additionally, it is important to note that these individuals are not required to complete the Form I-9 unless they begin working in the US.

**Process I: Remove the Worksite ID**

Employees working in positions outside the US are excluded from the I-9 process and should not trigger the I-9 integration process.

1. Navigate to Add/Update Position Info in UCPath. (Worksite ID cannot currently be updated through PayPath.)

2. Add a row in the employee’s position using reason code “Position Only Change” and an effective date on or prior to the employee’s start date.

3. Remove the Worksite ID located on the UC Position Data tab so the field is blank.

4. Save the change.
**Process II: Submit Case**

Notify the UCPath Center via UCPath Online when a decision is made to hire an employee working outside the country.

1. Open case inquiry via UCPath Online on behalf of the employee working outside the country.
2. Choose “Workforce Administration” as the inquiry Topic and “Work Authorization / E-Verify” as the Category.

3. In the case description, indicate the employee will be working outside the country and provide the employee’s citizenship status.
4. Complete and attach the [Foreign Source Income Statement Form](#).
5. Submit case inquiry.

**Process III: Update to US Employment (if applicable)**

Notify the UCPath Center via UCPath Online if an out of country employee will begin working in the US. The Form I-9 must be manually initiated and completed by the Day 1 (Sec. 1) and Day 3 (Sec. 2) deadlines based off the first day the employee begins working in the US.

1. Update the position Worksite ID with the appropriate worksite by adding a “Position Only Change” row effective on or prior to the employee’s start date in the US.
2. Notify UCPath Center via case inquiry that employee will begin working in the US.
3. Initiate I-9 in Tracker. (See [Steps to create a new Form I-9](#) for help).