Citizenship/Visa Data

This job aid describes the actions necessary for entering citizenship and viewing visa data in the Human Resources Management System (HRMS) for University of Minnesota employees.

WHAT IS CITIZENSHIP DATA?

Citizenship is important data for the University and has multiple implications if not entered correctly. Departments and units are responsible for entering citizenship data into HRMS at the time of hire. Citizenship information is entered for post docs and temp/casual employees, and undergraduate students who are employees. Citizenship information is not entered for fellowship/stipend recipients (UNS).

WHY IS CITIZENSHIP DATA FOR EMPLOYEES ENTERED AND WHO USES THIS INFORMATION?

The University reports data to the IPEDS (Integrated Postsecondary Education Data System). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid.

Citizenship data is also used by Employee Benefits office to administer the MSRS (Minnesota State Retirement System) retirement contributions for eligible employees.

International Student and Scholar Services (ISSS) uses citizenship data to report to Homeland Security. Other units and agencies use citizenship data for diversity reporting.

ENTERING CITIZENSHIP DATA

1. In HRMS, navigate to Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data.
2. Enter the Employee ID or other search criteria to find the employee.
3. Click <Search>.
4. Enter “USA.” Note: the first citizenship status row is always USA even if the employee is a Foreign National.
5. Click the drop-down menu to display a list of options. There are only three options that are used on this page:
   a. Alien Permanent (Resident Alien)
   b. Alien Temporary (Nonresident Alien)
   c. Native (Citizen)

<table>
<thead>
<tr>
<th>Citizenship Status</th>
<th>Definition</th>
<th>What’s entered in HRMS - Citizenship Page?</th>
</tr>
</thead>
</table>
| Alien Permanent (Resident Alien)    | Employees who were admitted as legal immigrants for the purpose of obtaining permanent resident alien status depending on their situation. | 1. Enter Country: USA  
2. Citizenship Status: Alien Permanent  
3. Click <Save>.                                                                                                                                                                                                                      |
| Alien Temporary (Nonresident Alien)| Employees who are not U.S. citizens or nationals but reside in the U.S. on a visa or temporary basis. | 1. Enter Country: USA (First row is always USA.)  
2. Citizenship Status: Alien Temporary  
3. Add a second row by clicking the “plus” sign.  
4. Enter country of origin’s 3 letter code (e.g., ITA). Click the magnifying glass to lookup values.  
6. Click <Save>.                                                                                                                                                                                                                     |
| Native (Citizen)                    | U.S. citizen by birth or naturalization.                                   | 1. Enter Country: USA  
2. Citizenship Status: Native                                                                                                                                                                                                                                                                   |
VIEWING VISA/PERMIT DATA

The information on the Visa/Permit Data page is entered by Payroll Services and ISSS and is view-only to departments/units.

This page tracks information regarding nonresident aliens for U.S. Citizenship & Immigration Services status compliance and employment eligibility purposes. It is also used to track employment eligibility (I-9 status) for citizens and resident aliens.

Information on this page drives payroll, ISSS, and student registration processes and reports. Processes and reports for nonresident aliens include, but are not limited to:

- OASDI, Medicare, federal and state tax withholding, earnings code determination for 1042-S and W-2 wage reporting, tax treaty eligibility.
- Form I-9 employment eligibility verification for all employees.

Navigate to: Workforce Administration > Personal Information > Citizenship > Identification Data then click the Visa Permit Data tab.

For citizens and permanent residents, use the Visa/Permit Data page to view I-9 status for employees.

For nonresident aliens and temporary visa holders, use the Visa/Permit Data page to view the visa type, status, supporting documents, and I-9 status for employees.

The I-9 status will be updated by the online I-9 system interface.

Note: This page displays alphabetically, not by effective date. Use the back and forth arrows to page through the data to locate the most recent effective date to verify I-9 compliance.
## Citizenship/Visa Data (cont.)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Visa/Permit Data Section</th>
<th>Visa/Permit History Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field Name</strong></td>
<td><strong>Visa/Permit Data Section</strong></td>
<td><strong>Visa/Permit History Section</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>automatically populates with “USA” from the Citizenship page.</td>
<td>defines the date for which the I-9 or visa/permit information is valid.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>the visa type for the row being viewed. Some common visa types are F1, J1, H1B. It will be blank for citizens and resident aliens.</td>
<td>the appropriate status for the document and visa type row that is being viewed. It will be blank for citizens and resident aliens. The most common values are “Applied For,” “Expired,” “Granted,” and “Renewal/Renewed.” These values indicate whether the current document can be used for employment authorization.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>defines the date for which the I-9 or visa/permit information is valid.</td>
<td></td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td></td>
<td>if the status changed, a date will indicate this.</td>
</tr>
<tr>
<td><strong>Status Date</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number</strong></td>
<td>contains the visa/permit (I-94) number.</td>
<td></td>
</tr>
<tr>
<td><strong>Expiration Date</strong></td>
<td>expiration date of the visa type (status) supporting document (EAD, 1-20, DS2019, 1-797, 1-94, etc.). This date will default if the duration and type of duration fields are populated. Note: Any fields not listed here are not currently used by the University.</td>
<td></td>
</tr>
<tr>
<td><strong>Sup Doc ID</strong></td>
<td>will either show an I-9C (Compliance Verified) or I-9V (Verification Required).</td>
<td></td>
</tr>
</tbody>
</table>

Note: Citizens and permanent residents will only display an I-9 status.