HR Reports – University Documentation
RMUAB Report Citizenship Code Other Than US RPTRM012

The **CITIZENSHIP CODE OTHER THAN US** report is a listing of ***international employees*** with an upcoming Work Visa Expiration Date. Only ***international employees*** with an ***active primary assignment affiliated within the organization will display on the report. International employees with additional assignments will appear on the*** **CITIZENSHIP CODE OTHER THAN US** ***report distributed to the department identified as the employee's primary assignment.***

The purpose of this report is to notify primary departments when international employees active in their departments have work authorizations due to expire within 90 days of the report run date.

Department Representatives should check to see if:

- The Visa information has been updated in ACT since the report was run.
- An ACT document is in progress that will change the visa information.
- The person is an independent contractor (no I-9 required).

Department Representatives should contact the employee to:

- Remind the employee that his/her visa expiration date is approaching.
- Ask if he/she has filed for an extension or other work approval?
- Remind the employee of his/her need to complete a new I-9 form as soon as any new authorization is received. **
- Ask if his/her employment will be ending? ***
- Follow up often, as the expiration date approaches.

** Some employees on the report will not be able to complete a new I-9 form at the expiration date of their current work authorizations. In some cases, when employees apply for extensions of their current work authorizations, employment will be protected for 240 days from the current work authorization date. For these employees, ISSS will send Records Administration a notice stating this and an ACT document will be initiated by the Records Administration staff documenting the change. The employees may continue to work, but will still need to complete new I-9 forms as soon as the new authorization documents are received.

*** If the employee cannot present proof of authorization to work past his current work authorization date, the employee will have to be terminated or placed on **unpaid** leave until work authorization has been approved. To place an employee on leave, the department must process a Personal Leave without Pay ACT document, for up to three months. Please include a comment in the leave document indicating that this is an administrative leave for pending work authorization.

The **CITIZENSHIP CODE OTHER THAN US** report is electronically distributed once a month to the ***HR Organization Contact***. The ***HR Organization Contact*** receives an email notification similar to the one below each month notifying them the Citizenship Code Other Than US Report (RPTRM012) is accessible in the **UAB REPORT VIEWER**.

From: UAB Report Viewer [mailto:UABReportViewer@uab.edu]
Sent: Thursday, November 01, 2007 10:40 AM
To: Carrie McGlone
Subject: Reports added in the UAB Report Viewer System.
Importance: High

Click on the provided link to log into the UAB Report Viewer. Reports displaying in the email, will be the new reports received in the Report Viewer as of the date of the email.

Blazer Id : haley
Below is a list of reports that have been made available in the UAB Report Viewer System within the last 24 hours.
You can view reports by logging in at :
https://uabreportviewer.uab.edu/

Report List :

Report System	Report Name	Report Date
Oracle	RPTRM012	01-NOV-07

****
Please do not reply to this message. This email address is not monitored.
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For access to the **UAB REPORT VIEWER**, ***click here***.

Click here to view a sample of the Citizenship Code Other Than US Report (RPTRM012).

Report Run Date

Visa Expiration Date displaying in ACT **WORK VISA EXPIRATION DATE** field (Person Data tab)

Employment Category of Primary Assignment

RUN: 22-MAY-07 03:18:12 UNIVERSITY OF ALABAMA AT BIRMINGHAM PAGE 29 OF 83

PGM: HRUABRM012V3 HUMAN RESOURCE SYSTEM

RMUAB Report Citizenship Code Other Than US RPTRM012 Bursting Report

Organization: 379000000 BIOSTATISTICS ursting Code: 304

Emp Id #	Last Name	First Name	Empl Category	VISA Exp Date	VISA Type
xxxxxxx	EXAMPLE	ROBERT	04 IRREGULAR	30-MAY-2007	F-1
xxxxxxx	EXAMPLE1	SAM	21 POST DOC EMP	31-JUL-2007	J-1
xxxxxxx	EXAMPLE2	JOHN	01 REGULAR FT	30-MAY-2007	H-1
xxxxxxx	EXAMPLE3	SUSAN	01 REGULAR FT	09-MAY-2007	H-1
xxxxxxx	EXAMPLE4	CAROL	01 REGULAR FT	05-MAY-2007	F-1
xxxxxxx	EXAMPLE5	MARIE	01 REGULAR FT	20-AUG-2007	H-1
xxxxxxx	EXAMPLE6	JOE	21 POST DOC EMP	31-MAR-2007	EAC

Only international employees with a primary assignment will display; if an international employee has an additional assignment in your organization, you must contact their primary assignment organization in order to verify Visa Expiration information.

**** For questions regarding the information displayed on the **CITIZENSHIP CODE OTHER THAN US** report, contact ***HRM Records Administration*** at 4-4408.

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