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**.

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.

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

Blazer Id: haley

Below is a list of reports that have been made are 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:

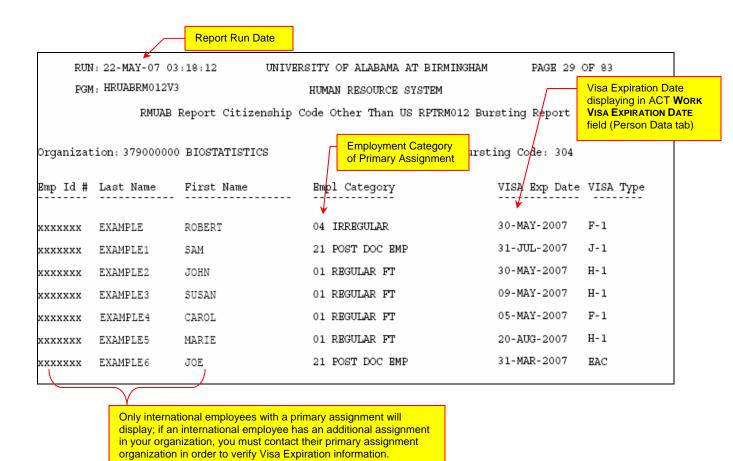
Report System	Report Name	Report Date
Oracle	RPTRM012	01-NOV-07

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.

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



**** 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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