

GLACIER Information Form

Instructions

Purpose: The GLACIER Information Form is used to provide information to Central Payroll and your foreign individual so that complete and accurate information is entered into the GLACIER system. **This form should be completed by the department.**

When to Complete This Form: This form should be completed for all new, qualifying, foreign individuals receiving payment from the University. A qualifying individual is anyone who is receiving payment from the University for the first time *or* who has not received payment within the same calendar year as their last departure date. Once an individual is set-up in GLACIER, you will not need to complete this form again as long as they return to perform services for payment within the same calendar year as their last stated departure date. *For example, if James visited and performed services in May 2008 with a listed departure date of May 31, 2008. You will **not** need to complete this form if he returns within the 2008 year.*

Completing the Form: The GLACIER Information form is divided into three sections. The Foreign Individual Information section, the Relationship and Payment Information section, and the Department Information section. Each section must be completed with all applicable information.

In the Relationship and Payment Information section, you must select all applicable relationships that the foreign individual will have with the University. However, you can only check one box in each relationship category. *For example, James is a GSR and is receiving a student fellowship. You would want to check the box for GSI/GSR/TA in the Employee category as well as the box for Student in the Scholarship/Fellowship Recipient section.* If you feel that your foreign individual's relationship to the University is not listed, please check the box for "Other" and describe the relationship.

When completing the percentage of time, 100% should be entered as **1.0**. All other time should be entered as its decimal equivalent. For example 25% would be entered as .25. The "Estimated Annual Amount" in the "Employee" category is a calculated field. If you are completing this form by hand and the foreign individual falls under the "Employee" category, then you only need to complete the monthly wage/salary, percentage of time, and the bonus amount (if applicable).

Payment information is required for all categories that have a box checked. If you are completing payment information for a foreign employee then please make sure that you fill out both the monthly amount and the percentage of time to ensure that the correct estimated annual amount is generated.

After Completing This Form: Upon completing this form, a copy needs to be provided to Central Payroll **and** your foreign individual. This can be done via email submission using the "Email Completed Copy to Foreign Individual" or the "Submit to Cental Payroll" buttons located in the "Department Information" section. If you are completing this form by hand you can also submit to Central Payroll via fax (510-643-9339). **We strongly suggest completing this form online.** You should save the original for your records.

Items to Tell Your Foreign Individual: Instructions for the foreign individual are located at the beginning of the form. Upon providing a copy to the foreign individual please also inform them that they will receive an email from support@online-tax.net and that this is not spam. The email will contain their GLACIER login information. Also, let your foreign individual know that they will need to complete their GLACIER record information within 10 days from receiving the email in order to help assure proper tax withholding. Make your foreign individual aware that they need to have all of their supporting documents (visa, passport, I-94, and any other applicable documentation) available before they start the process so that they can complete their record in its entirety.

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Foreign Individual Instructions: After receiving a copy of this form, you will also receive an email from support@online-tax.net (this is not spam) with your GLACIER login information. You will need to complete your GLACIER record within 10 days from receiving this email to help assure proper tax withholding. You will need to have all of your supporting documents (visa, passport, I-94, and any other applicable documentation) available before you start the process so that you can complete your record in its entirety.

Foreign Individual Information

Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Initial	<input type="text"/>
Email Address	<input type="text"/>			Employee ID (if applicable)	<input type="text"/>

Relationship and Payment Information *(Select all that apply)*

The selections made in this section will directly impact tax withholding (if applicable) and payment for the individual. Refer to instructions for more detail.

Employee <input type="checkbox"/> Faculty/Other Academic Appointee/Staff <input type="checkbox"/> Postdoctoral Scholar (Title Code 3252 ONLY) <input type="checkbox"/> GSI/GSR/TA <input type="checkbox"/> Other Student Worker	Monthly Wage/Salary _____ Percentage of Time _____ Number of Months _____ Bonus (Total per annum) _____ Estimated Annual Amount _____	Other <input type="checkbox"/> Guest Speaker <input type="checkbox"/> Artist/Performer <input type="checkbox"/> Consultant <input type="checkbox"/> Royalty Recipient <input type="checkbox"/> Prize/Award Recipient <input type="checkbox"/> Other Please describe: _____	Amount _____
Postdoctoral Scholar <input type="checkbox"/> Postdoctoral Scholar (Title Code 3253 or 3254 ONLY)	Fellowship Amount _____ Benefit Amount (paid by University) _____		
Scholarship/Fellowship Recipient <input type="checkbox"/> Student <input type="checkbox"/> Visiting Scholar	Award/Stipend Amount _____		

Department Information

Department Name	<input type="text"/>				
Department Contact Name	<input type="text"/>	Phone Number	<input type="text"/>	Email Address	<input type="text"/>

Using the email and submit buttons will turn this form into a completed attachment that can be sent to your foreign individual or Central Payroll.