



## Staff FAQ's: Paying International Student Workers - Supplier Invoice Process

### 1. Does this process apply to international students currently living in the U.S.?

International students currently living in the United States can remain on payroll. This process only applies to international students who are non-resident aliens living and working outside the U.S.

### 2. Does this process apply to students who are U.S. citizens and currently overseas?

No, students who are U.S. citizens, permanent residents or resident aliens can remain on payroll.

### 3. I have verified that our student workers are U.S. citizens or permanent residents. Is there anything else I need to do?

No, there is no further action required.

### 4. What is the recommended schedule for processing supplier invoices?

Departments can follow the biweekly payroll schedule.

### 5. When should students email their invoices to departments?

Departments can follow the biweekly payroll schedule and ask students to submit weekly or biweekly invoices. Students must include their W-8 Ben form when submitting an invoice. Departments should identify a point of contact to receive student invoices.

### 6. What is the correct spend category for the NRA supplier invoice payments?

Please use ***Undergraduate Foreign Sourced Payments*** for the spend category.

### 7. Our student worker located overseas does not have a U.S. bank account, what other forms of payment are available?

ACH to a US bank account is preferred. Wire transfer is another option offered for overseas locations. There is an additional form the student will need to complete if wire transfer is the only option for them.





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**8. Where can I find the Supplier Registration form so a student can register to be paid via supplier invoice?**

The form must be completed by the student and can be found on the Strategic Purchasing, Contracts and Insurance web site <https://secure.brown.edu/purchasing/supplier/>

**9. For my undergraduate student workers receiving biweekly stipend payments, can I process the payments in a lump sum?**

Yes, biweekly stipend payments to NRA students outside of the U.S. can be paid in a lump sum.

**10. Is there a way to check the status of my student workers who may be international? Is there a report to run in Workday?**

The Find Suppliers Report in Workday can be created by a Financial Coordinator to identify international students paid by invoice. When creating the report, use the selection criteria Group, and select Undergraduate Student Abroad from the drop down list. Then click on OK for the results.

**11. Can you address the process for graduate students?**

This process has already been instituted for graduate students. If you have students not supported by the graduate school or the Academic Finance and Administration (AFA) team, please reach out to [controller\\_payroll@brown.edu](mailto:controller_payroll@brown.edu).



Student Employment

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