



***RIAS PHASE III –
Human Capital Management
HCM/Payroll***


Citizenship Screen

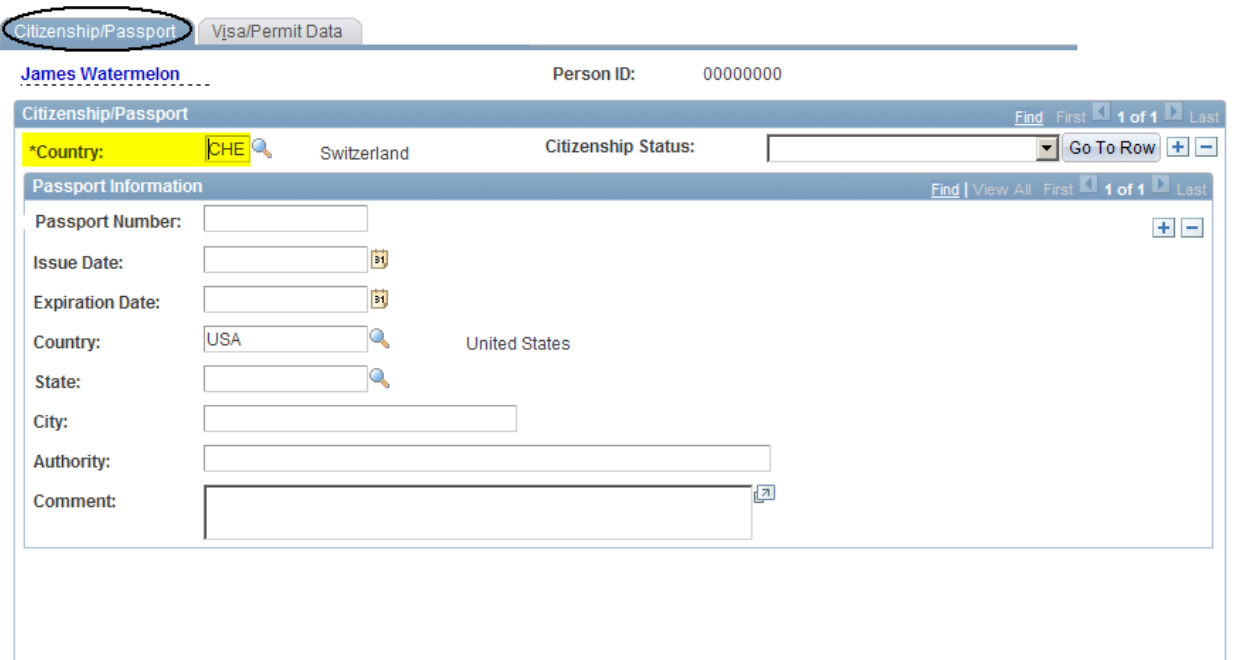
Citizenship

If an employee is not a citizen of the United States, information about his/her visa must be recorded in the system. Navigate from the **Main Menu>Workforce Administration>Personal Information>Citizenship>Identification Data**.

Search for the employee by EMPL ID or Last Name.

Citizenship/Passport Tab

On the **Citizenship/Passport tab** indicate the **Country** in which the employee has citizenship. Use the search icon  to lookup the country.



Citizenship/Passport Visa/Permit Data

James Watermelon Person ID: 00000000

Citizenship/Passport Find First 1 of 1 Last

*Country: CHE Switzerland Citizenship Status: Go To Row + -

Passport Information Find View All First 1 of 1 Last

Passport Number: + -

Issue Date: [Calendar Icon]

Expiration Date: [Calendar Icon]

Country: USA United States [Search Icon]

State: [Search Icon]

City:

Authority:

Comment: [Text Area Icon]

Visa/Permit Tab

On the Visa/Permit Data tab populate the following fields:

- **Country** – select USA (country that issued the visa)
- **Type** – use the drop down list of values and select the type of Visa
- **Effective date** – the date you are updating the record (the date field will default to today's date)
- **Status** – use the drop down list and select **Granted**
- **Status Date** - enter the start date of employee's immigration document or date employee first entered U.S. in this status field, *whichever date is later*. Start date of employee's immigration documents are: H-1B--the "valid from" date on Form I-797; J-1--the "from" date in Box 3 of Form DS-2019; F-1, the "expected to report...no later than" date in item 5 of Form I-20; all other visa types--as appropriate
- **Type of Duration** – keep the default of *Months*
- **Date of Entry into the Country** – The initial United States arrival date of a nonresident alien entering the United States with a J-1 Exc Visitor - Professor/Research Scholar visa, an F-1 or J-1 Student visa or H-1B Specialty Worker visa.
- **Status Expiration Date** – the date the employee's immigration document expires
- Click the **Save** button when you have finished entering all information.

Citizenship/Passport **Visa/Permit Data**

[James Watermelon](#) Person ID: 00000000

Visa/Permit Data Find First 1 of 1 Last

*Country: USA USA Go To Row

*Type: J-1 Prof/Schol Visa

Visa / Permit History Find View All First 1 of 1 Last

*Effective Date: 08/26/2011 Get Supporting Documents

*Status: Granted *Status Date: 08/26/2011

Duration: *Type of Duration: Months

Issue Date: Number:

Date of Entry into Country: 10/15/2010 Status Expiration Date: 04/17/2013

Issuing Authority:

Issue Place:

Supporting Documents Needed Customize Find View All First 1 of 1 Last

*Sup Doc ID	Description	Request Date	Date Received
1	<input type="text"/>	<input type="text"/>	<input type="text"/>