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.
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-1or 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.